STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER 31289-OAH	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Administrative Hearings	
UNIT NAME General Jurisdiction Division	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 2349 Gateway Oaks Drive, STE. 200 Sacramento, CA 95833	
CIVIL SERVICE CLASSIFICATION Administrative Law Judge	POSITION NUMBER 306-659-6016-020	CBID R02
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP WWG E
WORK SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00 a.m. to 5:00 p.m.	TENURE Permanent	
WORKING TITLE Administrative Law Judge	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN) TBD	EFFECTIVE DATE TBD	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☑ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) and Office of Administrative Hearings' (OAH) Core Values and Employee Expectations are key to the success of OAH's Mission. That mission is to "provide a neutral forum for fair and independent resolution of administrative matters, ensuring due process and respecting the dignity of all." DGS/OAH employees are to adhere to OAH's Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Range A: Under direction of the Supervising Administrative Law Judge (Sup ALJ) in the OAH General Jurisdiction (GJ) Division, the Administrative Law Judge (ALJ) in Range A conducts administrative hearings and routine assignments, typically involving relatively settled points of law and only one to two parties and few legal issues to develop skills to manage more complex hearings and assignments. The ALJ in Range A presides over quasi-judicial hearings regarding renewal, suspension, or revocation of licenses and other matters referred to OAH for hearing and prepares proposed or final decisions in compliance with applicable provisions of the Administrative Procedure Act (APA), other relevant legal authorities, and OAH policies and procedures, utilizing OAH's electronic case management system and other software and online systems and tools.

Range B: Under general direction of the Sup ALJ in the OAH GJ Division, the ALJ in Range B holds the journey level position and works independently within a broad and diversified assignment with considerable latitude for initiative and independent judgment and is assigned to specialized and difficult, sensitive, and controversial cases, often involving novel legal theories, unsettled points of law, multiple legal issues, multiple parties, or consolidated matters. The ALJ in Range B presides over quasi-judicial hearings regarding renewal, suspension, or revocation of licenses and other matters referred to OAH for hearing and prepares proposed or final decisions. The position may lead and mentor other ALJs by assisting and advising them on the analysis of complex or otherwise challenging legal or factual issues.

All duties are performed in accordance with applicable provisions of the APA, other relevant legal authorities, and OAH policies and procedures, utilizing OAH's electronic case management system and other software and online systems and tools.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☑ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☑ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

DMV Pull Notice
This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Professional License

This position requires a valid license in: State Bar - Law License

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
55%	Prepares proposed and final decisions by reviewing pleadings, hearing notes, and documentary evidence, researching and analyzing applicable laws and regulations, following applicable policies and procedures, and making findings of fact and conclusions of law, in order to produce complete, accurate, clear, well-written, and timely decisions, to ensure compliance with statutory requirements, utilizing word processing software, electronic signature software, and electronic legal research and exhibit management tools.
25%	Conducts quasi-judicial hearings in person, by videoconference, or by telephone, as appropriate, for cases within the GJ Division by presiding over the presentation of testimonial and documentary evidence, ruling on procedural and evidentiary motions and objections, taking notes, hearing opening statements and closing arguments, and scheduling further proceedings, in order to manage assigned hearings, to ensure the creation of a clear and complete official record in compliance with applicable provisions of the APA, other relevant legal authorities, and OAH policies and procedures, utilizing telephonic equipment, videoconferencing equipment and software, OAH's electronic recording equipment and software, and electronic exhibit management tools, as needed.
5%	Conducts prehearing motion hearings, prehearing conferences, settlement conferences, and mediations by reviewing pleadings, moving and opposing papers, and conference statements; and researching and analyzing applicable laws and regulations, in order to issue prehearing orders and facilitate the informal resolution of matters, to ensure compliance with applicable provisions of the APA and other relevant legal authorities and maintain consistency with standard OAH format and policies and procedures utilizing telephonic equipment or videoconferencing equipment and software, OAH's electronic recording equipment and software, word processing software, electronic signature software, and electronic legal research tools, as needed.
5%	Conducts technical review of proposed and final decisions and orders drafted by other ALJs by making editorial and other suggestions, comments, and recommendations of a substantive, stylistic, and formatting nature, in order to promote consistency and quality of decisions, to ensure compliance with OAH policies and procedures utilizing word processing software, telephonic equipment, videoconferencing equipment and software, and electronic legal research tools, as needed.
5%	Transports assigned laptop computer and electronic recording equipment and/or materials by traveling to and from OAH offices and other locations in order to conduct hearings, mediations, and settlement conferences, to ensure hearings are recorded according to OAH policies and procedures

PERCENTAGE	DESCRIPTION
	utilizing laptop with electronic exhibit management tools, recording equipment and software, and word processing software.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Maintains case related information as required by entering documentation and billing utilizing the OAH electronic case management system and/or electronic exhibit management tools and communicates with the Sup ALJ on any matters related to cases, in order to meet administrative and operational needs and requirements, in adherence to performance timelines, and ensure compliance with OAH policies and procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

• This position requires appropriate attire for a professional office environment, understanding that the position interacts with parties appearing before OAH, the public, and other state agencies, in person and by videoconference.
• Daily and frequent use of assigned laptop computer and a variety of office software and online programs.
• Ability to conduct electronic hearings, including videoconference, or by telephone, as appropriate.
• Travel is an essential function of this position and is required on an intermittent basis, as needed to meet the operational goals of OAH, sometimes with short notice.
• Occasional travel for off-site meetings, presentations, and training using various modes of transportation.
• Ability to occupy office workstation for extended periods of time.
• Ability to configure hearing and mediation location, as appropriate.
• Ability to lift, transport, operate and monitor recording equipment, assigned laptop computer, and hearing materials.

DESIRABLE QUALIFICATIONS

N/A

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
Heather Rowan		

C & P APPROVED BY	DATE SIGNED