State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Supervising Administrative Law Judge	Presiding Workers' Compensation Judge

PROGRAM NAME	UNIT NAME
Division of Workers' Compensation	District Office

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Bakersfield	400 – 662-6017-047

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
S02	E	No	Yes	No

General Statement

Under the general direction of the Associate Chief Judge and Chief Judge, the Supervising Administrative Law Judge is responsible for the operation of a district office of the Workers' Compensation Appeals Board, supervises staff and workers' compensation judges and presides as a judicial officer over hearings under Workers' Compensation Law. The duties include, but are not limited to:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
45	Plan, organize, coordinate, and supervise the work of the staff assigned to the district office or satellite office (if any) of the Workers' Compensation Appeals Board; train personnel and evaluate their performance in order to improve the efficient and amicable operation of the office; participate in the hiring process and conduct interviews in order to hire the best possible staff in accordance with CalHR policy; counsel and discipline employees to resolve conduct and performance issues; monitor workload and resource availability and reassign work as needed to ensure the expeditious delivery of benefits and resolution of disputes; initiate and/or conduct investigations as requested; use Microsoft Office and the Electronic Adjudication Management System (EAMS) to work, train, review work and investigate that work is done timely and correctly; meet with staff as is required to communicate information, policies, procedures and improve office efficiency.
35	Maintain uniformity in the application of the policies and procedures at the District Office; take action specifically delegated by the provisions of the Labor Code and Title 8, California Code of Regulations, including but not limited to, ruling on all requests for expedited hearing; requests for change of venue, requests for certification of documents, requests to seal records, vexatious litigants, and requests for automatic reassignment; review and analyze petitions, applications and other requests for proceedings and assign them for hearing and decision; does not change the decisions of a judge in individual cases; establishes and maintains the calendars; is responsible for scheduling the hearing calendars of the judges in the District Office and reassigning cases as necessary; confers with administrative officers including the Chief Judge and Associate Chief Judges on policy matters and

	issues of importance to the district office including security issues that arise; conducts hearings under the laws pertaining to workers' compensation and issues decisions; and prepare reports.
15	Keep current and up-to-date on case law, and statutory law, rules and regulations, rating schedule, departmental policies, and the Workers' Compensation Appeals Board (WCAB)/DWC Policy and Procedural manual on a regular basis and as needed in order to decide cases correctly, administer the office smoothly and instruct staff. (10%) Interact with the legal community and the community in general regarding issues involving the District Office, both informally and formally through regularly scheduled Presiding Judge and bench and bar meetings, community events and other educational events. (5%)

Percentage of Time Spent	Marginal Job Functions
5	Address issues relating to building maintenance and upkeep including the general physical surroundings of the District Office. May be requested to act as Acting Associate Chief Judge when the Associate Chief Judge is unavailable; may be requested to travel to other district offices to act as Supervising Administrative Law Judge; and perform other job related duties as assigned.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving at and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This gives you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The Supervising Administrative Law Judge reports directly to and receives the majority of assignments from the Associate Chief Judge and the Chief Judge; however, direction and assignments may occasionally come from the Administrative Director.

Supervision Exercised

The Supervising Administrative Law Judge supervises all the employees assigned to a district office.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Supervising Administrative Law Judge works in an air conditioned office building with natural and artificial lighting as well as temperature control. The Supervising Administrative Law Judge will work in an office with a door but may be in close proximity to others working in cubicles. The position is required to work extensively on computers to conduct research, draft email communication, and other work activities.

Special Requirements/Other Information

The Supervising Administrative Law Judge must adhere to the California Code of Judicial Ethics and be a member of the State Bar of California.

Physical Abilities

The Supervising Administrative Law Judge will work 40 hours per week, Monday through Friday. The use of office equipment is required including but not limited to a personal computer, telephone, and multi-function copy machine. The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. Some travel may be required to other district offices as well as to attend meetings and/or training.

Additional Requirements/Expectations

Due to privacy and personnel obligations, the Supervising Administrative Law Judge will maintain confidentiality at all times. The Supervising Administrative Law Judge is required to adhere to DIR and DWC policies, rules and procedures. The incumbent shall establish and maintain cooperative working relationships with staff at all levels and promote an amicable and professional work environment.

Personal Contacts

The Supervising Administrative Law Judge has frequent contact with staff at all levels within the DIR and DWC and the public including attorneys, injured workers', claims administrators, employers and stakeholders. The Supervising Administrative Law Judge maintains contact with the Associate Chief Judge and Chief Judge.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date