State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ **CURRENT**

☐ **PROPOSED**

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

PROGRAM NAME	UNIT NAME
Division of Workers' Compensation	District Office

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
San Francisco	400 – 677-6016-008

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R02	E	No	Yes	No

General Statement

Under the general direction of the Supervising Administrative Law Judge, the Administrative Law Judge is assigned to hear and decide judicial matters arising under the Labor Code and California Code of Regulations relating to workers' compensation and related laws and does other related work within the Division of Workers' Compensation. 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**
40	Preside over trial matters, admit evidence, rule on objections and prepare a clear record of the presented case; issue decisions in a timely manner as prescribed by statutory, regulatory and case law and the evidence presented; prepare reports to the Reconsideration Unit as required; confirm that the record and all documents are properly entered into the Electronic Adjudication Management System (EAMS).
30	Adjudicate through the mandatory settlement and conference calendar those cases that are presented and assist the parties in resolution by mediating matters in dispute and setting cases for trial which are not resolved; review documents presented as a walk-through including settlements and various petitions and issue orders related thereto; review and research those areas of law which are presented to the judge.
25	Review, analyze and research to decide law and motion matters, and settlement requests, as well as requests from litigants as presented through EAMS and issues orders related thereto.
Percentage of Time Spent	**Marginal Job Functions**

5	May be requested to act as the Acting Supervising Administrative Law Judge when the Supervising Administrative Law Judge is absent from the office. Keep current and up-to-date on case law, statutory law, rules and regulations, rating schedule, departmental policies, and the policy and procedure manual; 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 keeping management reasonably apprised of your schedule and whereabouts and must respond to directions from management to complete work assignments. This includes adhering to the set work scheduled established and agreed upon by your supervisor to meet DIR operational needs, including related meal and rest periods. You may be required to record time for purposes such as, but not limited to, case or project tracking.

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

Supervision Exercised

N/A

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

Work Environment

The Administrative Law Judge works in an air-conditioned office building with natural and artificial lighting as well as temperature control. In addition, the Administrative Law Judge will perform work in private offices or court rooms. The position is required to work extensively on computers as necessary for drafting documents, conducting research, drafting email communication, and other purposes.

Special Requirements/Other Information

The 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 Administrative Law Judge will work 40 hours, on average, per week, Monday through Friday, but at times longer hours may be required during a work week to complete assigned work. 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 Administrative Law Judge will maintain confidentiality at all times. The 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.

Personal Contacts

The 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.

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