STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER 31460	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Administrative Hearings	
UNIT NAME Special Education Division	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 355 S Grand Avenue, Suite 2200, Los Angeles, CA 90071	
CIVIL SERVICE CLASSIFICATION Administrative Law Judge	POSITION NUMBER 306-662-6016-002	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 (ALJ) in the OAH Special Education (SE) Division, the ALJ is the entry level for the purposes of recruitment and development designed to gain experience in administrative hearings in order to develop skills to accept more complex hearing assignments and is assigned to the routine cases, typically involving relatively settled points of law and only one to two parties and fewer legal issues. The ALJ will preside over quasi-judicial SE hearings, mediations, prehearing conferences, involving the families of children with disabilities and the public agency responsible for providing the child a free appropriate public education, and other matters as assigned. All duties are performed in accordance with the Individuals with Disabilities Education Act (IDEA), California Education Code, applicable portions of the Administrative Procedure Act (APA), relevant legal standards, and OAH policies and procedures, utilizing OAH's case management system.

Range B: Under general direction of the Supervising Administrative Law Judge (ALJ) in the OAH Special Education (SE) Division, the ALJ is the full journey level and works independently within a broad and diversified assignment with considerable latitude for initiative and independent judgment and is assigned to the specialized and more difficult, sensitive, and controversial cases, typically involving novel theories and unsettled points of law and multiple complex legal issues, multiple parties, and/or consolidated matters. The ALJ will preside over quasi-judicial SE hearings, mediations, prehearing conferences, involving the families of children with disabilities and the public entity responsible for providing the child a free appropriate public education, and other matters as assigned. The ALJ may lead and mentor other ALJs by assisting and advising on analysis of difficult and complex areas of law or factual scenarios. All duties are performed in accordance with the Individuals with Disabilities Education Act (IDEA), California Education Code, applicable portions of the Administrative Procedure Act (APA), relevant legal standards, and OAH policies and procedures, utilizing OAH's case management system.

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
30%	Conducts mediations with parties individually, or as a group, for cases in the SE Division by serving as a mediator and maintaining a fair and impartial attitude without bias or prejudice in order to facilitate a negotiated agreement that resolves the dispute without the need to proceed to a due process hearing, to ensure compliance with relevant legal requirements and OAH policies and procedures utilizing telephonic equipment, videoconferencing equipment and software, and/or in-person mediations that may occur in the Regional Office or remote location requiring travel.
20%	Conducts quasi-judicial hearings for cases in the SE Division, and other cases referred to OAH, by presiding over witness testimony and legal argument, ruling on the admission of evidence and procedural motions, taking notes, and establishing schedules for further proceedings in order to manage assigned proceedings to ensure the creation of a comprehensible and complete official record, in compliance with relevant legal requirements and OAH policies and procedures utilizing telephonic equipment, videoconferencing equipment and software, OAH's electronic recording equipment and software, electronic exhibit management software, and/or through in-person hearings that may occur in the Regional Office or remote location requiring travel.
20%	Prepares decisions for each case following a hearing by researching and analyzing applicable federal and state laws and regulations, reviewing pleadings, hearing notes, and evidence, and applying applicable policies and procedures in order to produce comprehensive, accurate, and well-reasoned decisions that model OAH's decision template, to ensure decisions are within the statutory time frame utilizing word processing software, electronic signature software, online legal research tools, and electronic exhibit management software.
15%	Rules on prehearing motions and conducts prehearing conferences by reviewing pleadings, motions, and prehearing conference statements, and researching and analyzing applicable federal and state laws in order to submit final orders for review, to ensure compliance with legal requirements and consistency with standard OAH format and policies and procedures utilizing telephonic equipment, videoconferencing equipment and software, OAH's electronic recording equipment and software, word processing software, electronic signature software, and online legal research tools.
10%	Transports required materials and equipment, including laptop and electronic recording equipment by traveling to and from OAH offices and other locations, if necessary, in order to conduct mediations, hearings, prehearing conferences, to ensure hearings are recorded according to OAH policies and procedures utilizing laptop with electronic exhibit management software, and word

PERCENTAGE	DESCRIPTION
	processing software.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Maintains case related information as required by entering documentation and billing utilizing the OAH case management system and communicating with the Supervising ALJ in order to meet administrative and operational requirements, adhere 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 personal computer and a variety of office software applications.
- 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 configure hearing and mediation location, as appropriate.
- Ability to transport, operate and monitor recording equipment, personal computer, and materials.

DESIRABLE QUALIFICATIONS

N/A

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
TBD		

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
Cole Dalton		

C & P APPROVED BY	DATE SIGNED