



OFFICE OF TAX APPEALS

ADMINISTRATIVE LAW JUDGE II, UNEMPLOYMENT INSURANCE APPEALS BOARD

Departmental Open Examination

Exam Code: 00Q02

Final Filing Date: June 3, 2021

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

TESTING DEPARTMENT

Office of Tax Appeals

CLASSIFICATION DETAILS

Salary Range:

Administrative Law Judge II, Unemployment Insurance Appeals Board

\$9,678.00 - \$12,181.00 per month.

View the [classification specification](#) for the Administrative Law Judge II, Unemployment Insurance Appeals Board.

The Office of Tax Appeals (OTA) is using the Unemployment Insurance Appeals Board's classification for the purpose of filing vacant positions at OTA.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. Applications will not be accepted on a promotional basis. All applicants must meet the experience requirements by the final filing date as stated on this examination bulletin.

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HOW TO APPLY

All applicants for this examination must complete and submit the most recent Examination/Employment Application (STD. 678) by the final filing date. You may submit your completed Examination/Employment Application (STD. 678):

Postmarked by mail to:

OR

Drop-Off by 5:00 p.m. to:

Office of Tax Appeals
Human Resources Office, Suite 369
ADMINISTRATIVE LAW JUDGE II
P.O. Box 989880
West Sacramento, CA 95798-9880

Office of Tax Appeals
ADMINISTRATIVE LAW JUDGE II
ATTN: Human Resources Office
400 R Street, Suite 369
Sacramento, CA 95811

If you are personally delivering your Examination/Employment Application (STD. 678), you must deliver it between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

Examination/Employment Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Examination/Employment Application (STD. 678) forms will not be accepted via email or fax.

Dates printed on Mobile Bar Codes, such as Quick Response (QR) codes provided by the United States Postal Services (USPS) are not considered "postmarks" for the purposes of determining timely submission of an application.

Examination/Employment Applications (STD. 678) may be downloaded at the California Department of Human Resources' CalCareers website at www.calcareers.ca.gov.

Examination/Employment Applications (STD. 678) must include "to" and "from" employment dates (month/date/year), time base, and official classification titles. Examination/Employment Applications (STD. 678) received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination/Employment Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Tax Appeals at (916) 207-7256.

DEFINITION

"Performing the duties of..." means the applicant must have the required amount of experience in State service in the class (or on a Training & Development assignment to the class) specified.

POSITION DESCRIPTION AND LOCATIONS

Under general direction, the Administrative Law Judge (ALJ) presides over hearings as part of a three ALJ panel and prepares final decisions which apply relevant provisions of the Administrative Procedure Act, other relevant or related laws, regulations, rulings, court decisions, and Office of Tax Appeals (OTA) policies and procedures.

Positions exist in Los Angeles County and Sacramento County.

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MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties of a class at a level of responsibility comparable to that described in "Pattern I."

Membership in The State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible to be appointed.) **and**

Either I

Five years of experience in the California state service performing the duties of an Administrative Law Judge I, Unemployment Insurance Appeals Board. Membership in any state bar is required.

Or II

Two years of experience in the California state service performing the duties of an Administrative Law Judge I, Unemployment Insurance Appeals Board; and membership in The California State Bar.

Or III

Five years of experience in the practice of law[*], which shall have included three years of experience as a Hearing Officer or Administrative Law Judge for a quasi-judicial body; and membership in The California State Bar.

[*] Experience in the "practice of law" or performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

Applicants must show their State Bar of California membership number and expiration date on their Examination/Employment Application (STD. 678).

EXAMINATION INFORMATION

This examination will consist of a Qualifications Assessment Questionnaire weighted 100.00%. The Office of Tax Appeals reserves the right to change the examination plan to a Qualifications Appraisal Panel Interview weighted 100.00% if the circumstances under which this examination was planned should change. Such revision will be in accordance with civil service laws and rules and candidates meeting the "Requirements for Admittance to the Examination" will be notified.

EXAMINATION SCOPE

Qualifications Assessment Questionnaire - WEIGHTED 100%

The examination will consist solely of a Qualifications Assessment Questionnaire. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Qualifications Assessment Questionnaire process.

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

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EXAMINATION SCOPE - CONTINUED

Knowledge of:

1. Provisions of the California Unemployment Insurance Code and related provisions of the Federal Social Security Act, and other related State and Federal rules, regulation, and laws.
2. Leading State and Federal court decisions and decisions of the California Unemployment Insurance Appeals Board in the field of employment security.
3. Rules of evidence and conduct of proceedings in California and Federal trial and appellate courts and before administrative bodies.
4. Unemployment insurance and related statutes of other states.
5. Legal research methods.
6. A wide variety of occupations occupational requirements, and labor, industrial and agricultural conditions in California.
7. Laws pertaining to individual entities, partnerships, corporations, assignees, receivers or trustees in bankruptcy, and administrators of estates as they relate to tax liability under California Unemployment Insurance Code.

Ability to:

1. Interpret and apply the provisions of the California Unemployment Insurance Code and related provisions of the Federal Social Security Act, and other related State and Federal rules, regulations, and laws.
2. Perform legal research.
3. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
4. Maintain a fair and impartial attitude of mind without bias or prejudice.
5. Prepare summaries of facts and render decisions or make recommendations based on such facts.
6. Analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts.
7. Communicate effectively.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative relations with those contacted in work.
10. Draft complex and difficult opinions, negotiate effectively, and work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the Office of Tax Appeals. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits will **not** be granted in this examination.

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VETERANS' PREFERENCE

Veterans' Preference will be granted in this examination. In accordance with to Government Code Section 18973.1 and 18973.5, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Office of Tax Appeals, Human Resources at (916) 207-7256 three weeks after the final filing date if they have not received their notice.

If a candidate's notice of oral interview or Performance Test fails to reach them three days prior to their scheduled appointment due to a verified postal error, they will be rescheduled upon written request.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Office of Tax Appeals reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class with or without reasonable accommodations.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Classification Specifications are located at:

<https://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

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