



ADMINISTRATIVE LAW JUDGE

Exam Code: 2PBCB

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Administrative Law Judge – \$9,738.00 - \$12,853.00 per month

[View the Administrative Law Judge classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the training and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All Levels:

Active membership in the State Bar of California; unless legal authority permits performance of duties while in inactive status; and admissions to practice law in California or any state in the United States or District of Columbia for at least 5 years immediately preceding application for appointment.

Administrative Law Judge:

Five years in the practice of law*, which shall include at least one year of experience in conducting judicial or quasi-judicial hearings in the capacity of presiding officer; or Two years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

For positions performing workers' compensation law judge duties, incumbents shall include at least five years of experience in the practice of law*, three years of experience in workers' compensation law.

* Experience in the "practice of law" or "performing legal duties" is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, or (3) legal experience acquired while practicing under a provisional license to practice law issued by the State Bar of California's Provisional Licensure Program, to constitute

experience in the practice of law. For an individual's judicial clerkship to qualify as experience in the practice of law or performing legal duties, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

POSITION DESCRIPTION

Administrative Law Judge

Administrative Law Judges assigned to Range A are in the recruitment and development level designed to gain experience in administrative hearings in order to develop skills to accept more complex hearing assignments. Under direction, incumbents conduct routine hearings and issue proposed and final decisions on appeals or petitions in accordance with applicable law or contract for various state or other public agencies in connection with various state or federal programs. Cases assigned typically involve relatively settled points of law. Incumbents prepare proposed and/or final decisions containing findings of fact, make recommendations on requests for rehearing and/or reconsideration; determination of issues, conclusions of law, and orders; conduct hearings on cases requiring broad knowledge of a variety of laws; control the course of the hearing, secure its reasonable expedition and orderly conduct throughout; administer oaths; rule on motions and conduct prehearing conferences; instruct participants at hearings as to their procedural rights; question witnesses; rule on the admissibility of evidence; rule on objections; issue subpoenas for the attendance of witness or the production of necessary books, papers, documents, or other evidence; receive and review documentary evidence and testimony; assist with program or procedure research; consult with administrative law judges on policy and points of law; participate in policy sessions; perform special projects; advise members of the public on questions they may ask as to their rights under the applicable statutes.

Administrative Law Judges assigned to Range B are the full journey level working independently within a broad and diversified assignment with considerable latitude for initiative and independent judgment. Under general direction, incumbents conduct hearings for specialized cases; assist other Administrative Law Judges on their analysis of difficult and complex areas of law of factual scenarios; advise on procedural and technical issues; advise, review, or consult on points of law, findings of fact, proposed and final decisions, and methods of operation; make recommendations on requests for rehearing and/or reconsideration; and may lead and mentor other staff. Work at this level involves novel theories and unsettled points of law. The level of hearing, decisional, and analytical work is distinguished from Range A by the difficulty, sensitivity and controversial nature of proceedings and/or formal hearings. This level may also take an active role in developing programs to improve the administrative hearing

process and assist with the drafting and preparation of motions of reconsideration and alternate decisions.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. 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 Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of training and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. State and federal rules, regulations, and laws
2. Areas of law applicable to the department and the types of adjudication assigned
3. Legal principles and their application, conduct of hearing proceedings and the provisions of the Administrative Procedures Act
4. Leading court decisions in California and the United States Supreme Court
5. Rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas
6. Legal research
7. Court decisions interpreting the powers of administrative boards and agencies
8. Principles and theories of administrative law and the judicial review of administrative actions
9. Principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives
10. Legal terms and forms in common use
11. Conduct of proceedings in California and federal trial and appellate courts and before administrative bodies

Ability to:

1. Interpret and apply provisions of 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 and manner, exercise judgement 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, both orally and in writing
8. Analyze situations accurately and adopt an effective course of action
9. Establish and maintain cooperative and respectful relationships with those contacted in work

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Administrative Law Judge classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview of the Administrative Law Judge Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Administrative Law Judge examination](#)

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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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 work place. 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. 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 California Department of Human Resources (CalHR) 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 applicants 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. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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) servicewide 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.