



# **SUPERVISING ADMINISTRATIVE LAW JUDGE**

**Exam Code: 2PBCD**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## **CLASSIFICATION DETAILS**

**Supervising Administrative Law Judge – \$11,816.00 - \$15,620.00 per month**

[View the Supervising 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 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto: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.

### Supervising Administrative Law Judge:

One year of experience performing the duties of a class with a level of responsibility equivalent to Administrative Law Judge, Range B; or

Seven years in the practice of law\*, which shall include at least three years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body, or, at least four 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 seven years of experience in the practice of law, five 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**

### **Supervising Administrative Law Judge**

Under general direction, incumbents supervise judicial or quasi-judicial staff and other legal staff; conduct judicial or quasi-judicial hearings for specialized cases; are responsible for overseeing hearing operations and the administrative and operational requirements of their program; resolve policy issues, and plan and implement long-range strategies for the office; handle continuance requests and other procedural issues relating to cases assigned to the office; maintain communication with representatives of state and local agencies and legal counsels to receive input about performance and to elicit and implement changes designed to enhance processes; accumulate and track performance measures; and may hear and decide cases referred to the office including those which are most complex or sensitive.

## **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
12. Specialized knowledge of the legal principles underlying the agency's jurisdiction
13. Expert knowledge of the specialized area of law administered or enforced by the agency
14. Principles and practices of personnel management and supervision
15. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment

**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

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
11. Plan, organize, and direct the work of legal professionals and support staff
12. Hear and decide the most complex and sensitive hearings referred to the department
13. Communicate effectively
14. Promote equal opportunity in hiring and employee development and promotion
15. Maintain a work environment that is free of discrimination and harassment.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Supervising 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 Supervising 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 Supervising Administrative Law Judge examination](#)

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
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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 12<sup>th</sup> 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.