ADM1NISTRATIVE LAW JUDGE II (SUPERVISOR)

PROMOTIONAL EXAMINATION

EXAM CODE: 8BP04
CLASS CODE: 6179

Department: DEPARTMENT OF SOCIAL SERVICES
Final Filing Date: CONTINUOUS FILING
Exam Type: DEPARTMENTAL PROMOTIONAL

Employment type: Permanent Fulltime
                Permanent Part-time
                Permanent Intermittent
                Limited Term Fulltime
                Limited Term Intermittent

Salary: MONTHLY SALARY RANGE - $9,429.00 - $11,865.00
Location: STATEWIDE

EQUAL EMPLOYMENT OPPORTUNITY
The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, 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(s), 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.

WHO SHOULD APPLY

This is a departmental promotional examination for the Department of Social Services (CDSS).

1. Applicants must have a permanent civil service appointment with the California Department of Social Services as of the final filing date in order to participate in this examination; or
2. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Candidates filing under Government Code Section 18991 need to submit a legible copy of the DD214 along with the completed Veterans’ Preference application form (CalHR 1093) to California Department of Human Resources.

**FILING INSTRUCTIONS**

Applicants must submit both the State Examination/Employment Application (Std. 678) and the Qualifications Assessment, found at the end of this examination bulletin, by mail or in person to:

**FILE BY MAIL:**
California Department of Social Services  
Attention: Examination Unit  
P.O. Box 944243, MS 8-15-58  
Sacramento, CA 94244-2430

**FILE IN PERSON:**
California Department of Social Services  
Attention: Examination Unit  
744 P Street, OB 8, 15th Floor  
Sacramento, CA 95814  
Monday-Friday, 8:00 AM – 5:00 PM

**NOTE:** Only applications with the original signature will be accepted. Facsimile (FAX) or e-mailed applications will not be accepted under any circumstances.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box for Question 2 on the State Examination/Employment Application (Std. 678). You will be contacted to make specific arrangements.

**ELIGIBLE LIST INFORMATION**

An eligible list will be established for use by the California Department of Social Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires twelve (12) months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the examination to re-establish eligibility.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.
Applications must include: “to” and “from” dates (month/day/year), time base, hours worked per week, civil service or private sector titles, and the duties performed. Applications without this information may be rejected from this examination. If using education to qualify, applicant must include copies of unofficial transcripts. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS
Active membership in The California State Bar and admission to practice law in California for at least five years immediately preceding application for appointment and

Either I
One year of experience performing the duties of an Administrative Law Judge I, Department of Social Services

Or II
Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

Or III
Five years of experience in the practice of law (*), which shall have included 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.

(*) 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.

POSITION DESCRIPTION
Under direction, to supervise the administrative operation of a regional office in the Administrative Adjudication Division, to assist with the research program for continued improvement of administrative law and procedure, to preside over quasi-judicial hearings on a limited basis, generally involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 and other applicable statutes.

EXAMINATION INFORMATION

Qualifications Assessment Application – Weighted 100%

The examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The questionnaire is designed to elicit specific information regarding each candidate’s education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT MAY BE DISQUALIFIED.
KNOWLEDGE AND ABILITIES

A. Knowledge of:
   1. Legal principles and their application.
   2. Conduct of hearing proceedings.
   3. Rules of evidence governing such procedures and the laws relating to serving notices, taking depositions, and issuing subpoenas.
   4. Legal research methods.
   5. Court decisions interpreting the powers of administrative boards and agencies.
   6. Principles and theories of administrative law and judicial review of administrative actions.
   7. Principles and objectives of effective public administration and an understanding of the use of proper administrative procedures in furthering these objectives.
   8. Legal terms and forms in common use.
   10. The Department’s Equal Employment Opportunity Program objectives.

B. Ability to:
   1. Perform legal research.
   2. Analyze, appraise, and apply legal principles, evidentiary rules and precedents to legal problems.
   3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts.
   4. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and secure confidence and respect.
   5. Maintain a fair and impartial attitude of mind without bias or prejudice.
   6. Communicate effectively.
   7. Coordinate the work of others and assist and advise them in their work.
   8. Establish and maintain cooperative relations with those contacted in the course of the work.
   9. Contribute effectively to the formulation and administration of departmental policies and programs.

VETERANS’ PREFERENCE AND CAREER CREDITS
Veterans’ Preference Career Credits will not be granted for this examination.

SPECIAL PERSONAL CHARACTERISTICS
Willingness to travel, tact, and judicial temperament.
CLASSIFICATION SPECIFICATION
Please click on the link below to review the official California Department of Human Resources (CalHR) classification specification.

Administrative Law Judge II (Supervisor), Department of Social Services

CONTACT INFORMATION

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
ATTENTION: EXAMINATION UNIT
P. O. BOX 944243, MS 8-15-58
SACRAMENTO, CA 94244-2430
Examinations@dss.ca.gov

California Relay Service for the Deaf or Hearing Impaired from TDD phones call: 1-800-735-2929 or from voice phones call: 1-800-745-2922.

GENERAL INFORMATION
If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

It is the candidate’s responsibility to contact the CDSS Examination Unit at Examinations@dss.ca.gov within three weeks after submission of the examination packet if he/she has not received a progress notice.

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

Applications are available at the CalHR’s website at https://jobs.ca.gov/pdf/std678.pdf, Employment Development Department offices and the California Department of Social Services.

The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability as required by Title II of the Americans with Disabilities Act (ADA).
Candidates needing special testing arrangement due to a disability, must mark the appropriate option in Question #2 on the Examination Application form STD.678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and for applicants under items 2, 3 and 4 in the “Who Should Apply” section on page two of this bulletin. Under certain circumstances other employees (i.e., former CDSS Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must 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 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) 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.

**TAKING THE EXAMINATION**

Please take the Qualifications Assessment on the following page. Once completed, please print and mail to the address stated in the Filing Instructions Section above along with the State Application (STD. 678). Both documents must be submitted in order to be considered.
INTRODUCTION

The purpose of the Qualifications Assessment examination will provide you an opportunity to demonstrate your qualifications for ADMINISTRATIVE LAW JUDGE II (SUPERVISOR) with the California Department of Social Services (CDSS).

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination and an employment list will be established for those candidates who attain a passing score.

The employment list has a list life of 12 months. A “Conditions of Employment” form is included in this qualifications assessment that will allow you to select a location where you wish to work.

Please submit a standard State Application (STD.678) along with this Qualifications Assessment. State Application can be obtained at the following site: http://jobs.ca.gov/pdf/std678.pdf

FILE BY MAIL:
California Department of Social Services
Personnel Bureau, Exam Unit, MS 8-15-58
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:
California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Print Name:

Segment 1: Tasks #1 - #27 require three responses. Place the numerical value in each column.

<table>
<thead>
<tr>
<th>Recency</th>
<th>Frequency</th>
<th>Year of experience</th>
<th>Recency</th>
<th>Frequency</th>
<th>Year of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 = within last 3 years</td>
<td>4 = Daily</td>
<td>3 = &gt; 3 years</td>
<td>3 = not performed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 = within last 4 years</td>
<td>3 = Weekly</td>
<td>2 = 1 to 3 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 = &gt; 5 years</td>
<td>2 = Monthly</td>
<td>1 = &lt; 1 year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 = not performed</td>
<td>1 = Annually</td>
<td>0 = not performed</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1. Responsibility for supervision and administration.
2. Review the quality of final and/or proposed decisions.
3. Assist in evaluating ALJ's performance.
4. Work collaboratively with other members of the team to ensure the effective and efficient operation of the Division.
5. Coordinate with other State Hearings regional offices by offering support to ensure all cases are scheduled, heard and written decisions issued timely.
6. Advise and consult with ALJs on emerging points of law.
7. Develop and maintain regular communication and effective working relationships with managers and staff.
8. Maintain ongoing liaison with the stakeholders.
9. Provide feedback on hearings and decisions to the Presiding Judges.
10. Identify training issues for ALJ I's and measures for improving the hearing process.
12. Implement training and staff development measures that assure the quality of hearings held and final and proposed decisions meet departmental standards.
13. Assist in resolution of regional and statewide issues and escalate those of statewide importance to the ALJ Supervisor.
14. Facilitate communication with program managers for which SHD provides hearings, regarding the establishment and clarification of department policies.
15. Utilize State Hearings data to support analysis of productivity, penalty trends, process improvements, and requests for resources and staffing.
17. Plan, budget and implement resource and staffing needs for new or expanded workload arising from court orders or changes in the law or programs served.

Continue to Page 3
### Segment 1: Tasks #18 - #27 continues. Place the numerical value in each column.

<table>
<thead>
<tr>
<th>Recency</th>
<th>Frequency</th>
<th>Year of experience</th>
<th>Recency</th>
<th>Frequency</th>
<th>Year of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 = within last 3 years</td>
<td>4 = Daily</td>
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<td></td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
<td>1 = &gt; 5 years</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 = not performed</td>
<td>1 = Annually</td>
<td>0 = not performed</td>
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<td></td>
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</tr>
</tbody>
</table>

18. Coordinate with Division Administration on BCP’s and Funds Availability Reports.

19. Coordinate with Division Administration on personnel planning, recruitment and hiring.

20. Assist the Division Administration on adverse actions.

21. Assist the Division on special project needs.

22. Participate in stakeholder meetings.

23. Develop, plan and implement efficiency steps, both technology driven and process improvements, to enhance productivity.

24. Ensure State Hearings policies and practices comply with HIPAA requirements, and keep informed of technology opportunities to comply with HIPAA.

25. Lead and enhance the State Hearing’s use of technology, including expanding video conference and digital recording.

26. Responsible for the timely review including authorizing the adoption of proposed decisions, preparing alternated decisions or recommending a further hearing.

27. Act as a Duty Judge.

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August 2015

ADMINISTRATIVE LAW JUDGE II (SUPERVISOR) 2/19
**ADMINISTRATIVE LAW JUDGE II (SUPERVISOR)**

Print Name:

**Segment 2:**
For items #28 - #37, rate your level of knowledge and place a numerical value in the box using the 3 through 0 level.

**Definition of Levels:**

3-**Extensive Knowledge:** I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and have instructed others on specific aspects of this knowledge.

2-**Moderate Knowledge:** I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.

1-**Basic Knowledge:** I possess some knowledge but may require additional instruction to apply this knowledge effectively.

0-**Limited Knowledge:** I possess little or no education or training relevant to this knowledge.

<table>
<thead>
<tr>
<th>Knowledge of:</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. State Hearings’ administrative hearing proceedings.</td>
<td></td>
</tr>
<tr>
<td>29. Principles and techniques of supervision.</td>
<td></td>
</tr>
<tr>
<td>30. Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance and/or health care programs.</td>
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<tr>
<td>31. Rules of evidence governing State Hearings’ administrative proceedings in order to properly manage hearings and determine the relative weight to be given the evidence submitted.</td>
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</tr>
<tr>
<td>32. Time management techniques/strategies.</td>
<td></td>
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<tr>
<td>33. State and federal public assistance and/or health care programs’ eligibility and administrative procedures.</td>
<td></td>
</tr>
<tr>
<td>34. Principles and theories of administrative law and the judicial review of administrative actions.</td>
<td></td>
</tr>
<tr>
<td>35. Legal terms and forms in common use in administrative proceedings.</td>
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</tr>
<tr>
<td>36. Legal research tools.</td>
<td></td>
</tr>
<tr>
<td>37. The Department’s Human Resources and Equal Employment Opportunity policies, procedures and requirements.</td>
<td></td>
</tr>
</tbody>
</table>

Continue to page 5
Items #38 - #62 are skills and abilities required for this position. Rate your level and place a numerical value in the box using the 3-0 level below.

**Definition of Levels:**

3-**Extensive:** I possess expert skill and ability to effectively performed tasks in the most difficult and complex situations.

2-**Moderate:** I possess sufficient skill and ability that has allowed me to perform tasks successfully.

1-**Basic:** I possess some skill and ability, but may require additional instruction.

0-**Limited:** I possess little or no training relevant to this skill/ability.

<table>
<thead>
<tr>
<th>Skill to:</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Monitor the work of ALJs to meet statutory deadlines and priorities established by federal, state laws and court decisions.</td>
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<tr>
<td>39. Communicate effectively both orally and in writing as appropriate for the needs of the parties.</td>
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<tr>
<td>40. Manage caseloads to ensure timely decisions in addition to meeting other deadlines.</td>
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<tr>
<td>41. Listen effectively by giving full attention to what parties and witnesses are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</td>
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<tr>
<td>42. Plan, direct and review the work of others.</td>
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<tr>
<td>43. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</td>
<td></td>
</tr>
<tr>
<td>44. Utilize computer word processing software to produce decisions and memorandum.</td>
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<tr>
<td>45. Keep up with changes in law, regulation and policy.</td>
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</tr>
<tr>
<td>46. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.</td>
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<tr>
<td><strong>Ability to:</strong></td>
<td>Level</td>
</tr>
<tr>
<td>47. Establish and maintain cooperative working relationships with others.</td>
<td></td>
</tr>
<tr>
<td>48. Analyze and apply legal principles, evidentiary rules, and precedents to legal issues in order to prepare final and proposed decisions.</td>
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<tr>
<td>49. Be patient, objective and courteous in dealing with the public and staff.</td>
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<tr>
<td>50. Communicate clearly, verbally and in writing.</td>
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<tr>
<td>51. Work independently with minimal supervision.</td>
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<tr>
<td>52. Adapt to new or changing situations.</td>
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<tr>
<td>53. Coordinate and handle multiple projects with a variety of different priorities.</td>
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</tr>
<tr>
<td>54. Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.</td>
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</tr>
<tr>
<td>55. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.</td>
<td></td>
</tr>
<tr>
<td>Ability to continues:</td>
<td>Level</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>56. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</td>
<td></td>
</tr>
<tr>
<td>57. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.</td>
<td></td>
</tr>
<tr>
<td>58. Operate a computer to perform research and prepare decisions.</td>
<td></td>
</tr>
<tr>
<td>59. Perform legal research in order to formulate final and proposed decisions.</td>
<td></td>
</tr>
<tr>
<td>60. Conduct hearings that gain confidence and respect of the parties.</td>
<td></td>
</tr>
<tr>
<td>61. Rule and decide promptly even under conditions of uncertainty as to facts and governing law.</td>
<td></td>
</tr>
<tr>
<td>62. Effectively contribute to the department’s EEOobjectives.</td>
<td></td>
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</tbody>
</table>

Continue to page 7 and complete the “CONDITIONS OF EMPLOYMENT” form.
CONDITIONS OF EMPLOYMENT:

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
<th>Location</th>
<th>Number</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda</td>
<td>(0100)</td>
<td>Los Angeles</td>
<td>(1900)</td>
<td>Sacramento</td>
<td>(3400)</td>
</tr>
<tr>
<td>San Diego</td>
<td>(3700)</td>
<td>Any</td>
<td>(A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TYPE(S) OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please choose the type(s) of appointment you are willing to accept. You may check one or more items.

Check "(A) Any" if you are willing to accept any type of employment.

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Type</th>
<th>Number</th>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Full-Time</td>
<td>(D)</td>
<td>Limited-Term Full-Time</td>
<td>(K)</td>
<td>Any</td>
<td>(A)</td>
</tr>
<tr>
<td>Permanent Part-Time</td>
<td>(V)</td>
<td>Limited-Term Part-Time</td>
<td>(W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Intermittent</td>
<td>(T)</td>
<td>Limited-Term Intermittent</td>
<td>(X)</td>
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<td></td>
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</table>