ADMINISTRATIVE LAW JUDGE II (SPECIALIST)
PROMOTIONAL EXAMINATION
EXAM CODE: 8BP08
CLASS CODE: 6178

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 - $9,419.00 - $11,855.00
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 place in public servants.

WHO SHOULD APPLY
This is a departmental promotional examination for the Department of Social Services.

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)](http://example.com) 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 preside over quasi-judicial hearings involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 and other applicable statutes; to confer and assist lower level Administrative Law Judges on problem cases and provide guidance; and to do other related work.

**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.

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. Confer and assist other lower level Administrative Law Judges 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 and 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 (Specialist), Department of Social Services
CONTACT INFORMATION

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
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 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.

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.

Candidates needing special testing arrangement due to a disability, must mark the appropriate option on the application and/or contact the testing department.

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 520 of this bulletin. Under certain circumstances other employees (i.e., former 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.
ADMINSITRATIVE LAW JUDGE II (SPECIALIST)

QUALIFICATIONS ASSESSMENT

INTRODUCTION

The purpose of the Qualifications Assessment examination will provide you an opportunity to demonstrate significant aspects of your qualifications for ADMINISTRATIVE LAW JUDGE II (SPECIALIST) 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 the 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](http://jobs.ca.gov/pdf/std678.pdf)

<table>
<thead>
<tr>
<th>FILE BY MAIL:</th>
<th>FILE IN PERSON:</th>
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</thead>
<tbody>
<tr>
<td>California Department of Social Services</td>
<td>California Department of Social Services</td>
</tr>
<tr>
<td>Personnel Bureau, Exam Unit, MS 8-15-58</td>
<td>Personnel Bureau, Exam Unit</td>
</tr>
<tr>
<td>PO Box 944243</td>
<td>744 P Street, OB 8, 15th Floor</td>
</tr>
<tr>
<td>Sacramento, CA 94244-2430</td>
<td>Sacramento, CA 95814</td>
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**AFFIRMATION FOR COMPETITOR**

I hereby certify and understand that the information provided by me on this assessment is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. My responses are subject to verification before appointment to a position. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

Candidate’s Signature ___________________________ Date _________________________

August 2015
### Administrative Law Judge II (Specialist)

**Segment 1: Tasks #1 - #13 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 = within last 4 years</td>
<td>3 = Weekly</td>
<td>2 = 1 to 3 years</td>
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<tr>
<td>2 = within last 4 years</td>
<td>2 = Monthly</td>
<td>1 = &lt; 1 year</td>
<td>1 = &gt; 5 years</td>
<td>1 = Annually</td>
<td>0 = not performed</td>
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<tr>
<td>0 = not performed</td>
<td>0 = not performed</td>
<td>0 = not performed</td>
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1. Interpret and apply various provisions of federal and state statutes and regulations.
2. Submit final and proposed decisions at a quality consistent with SHD standards.
3. Promote efficiency and ensure consistency of quality of hearings and decisions.
4. Presides over administrative hearings.
5. Handle hearings involving lengthy, difficult and/or sensitive issues.
6. Provide guidance to Administrative Law Judge I’s on unclear, unusual, difficult or unique cases and on various points of law.
7. Provide assistance to Administrative Law Judge I’s, on legal sources, decisions and other decision related resources.
8. Provide feedback on the hearing process and related decisions to the Presiding Judges.
9. Provide input to ALJ I’s and/or stakeholders to insure consistency of quality of hearings and decisions.
10. Handle hearings and cases with issues relating to complex legal questions.
11. Provide training to ensure consistency of quality of hearings and decisions.
12. Review proposed changes in law, regulation and policy to inform and update staff on Para Regulations and programs’ interpretations of regulations.
13. Act as expert to develop and disseminate information to staff regarding changes in statutes, regulations and policies regarding cases.

*Continue to page 3*
**Segment 2:**
For items #14 - #22, 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 I 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>
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<tbody>
<tr>
<td>15. 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>16. Rules of evidence governing 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>
<td>17. Time management techniques/strategies.</td>
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<tr>
<td>18. State and federal public assistance and/or health care programs.</td>
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<td>19. Principles and theories of administrative law and the judicial review of administrative actions.</td>
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<tr>
<td>20. Legal research tools.</td>
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<tr>
<td>21. Statutes and regulations governing State Hearings’ administrative proceedings.</td>
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<tr>
<td>22. Legal terms and forms in common use in State Hearings’ administrative proceedings.</td>
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Continue to page 4
Items #23 - #42 are skills and abilities required for this position. Rate your level and place a numerical value in the box using the 3 through 0 level.

**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>
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<tbody>
<tr>
<td>23. Identify the issues for hearings.</td>
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<td>24. Communicate effectively both orally and in writing as appropriate for the needs of the parties.</td>
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<tr>
<td>25. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.</td>
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<tr>
<td>26. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</td>
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<tr>
<td>27. 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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<td>28. Manage caseloads to ensure timely decisions and meeting of other deadlines.</td>
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<tr>
<td>29. Keep up with changes in law, regulation and policy.</td>
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<tr>
<td>30. Perform legal research and analyze applicable law in order to determine the applicability of legal principles to a particular case.</td>
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<tr>
<td>31. Utilize computer word processing software to produce decisions and memorandum.</td>
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<tr>
<td><strong>Ability to:</strong></td>
<td>Level</td>
</tr>
<tr>
<td>32. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.</td>
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<tr>
<td>33. 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>
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<tr>
<td>34. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.</td>
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<tr>
<td>35. Be patient, objective and courteous in dealing with the public and staff.</td>
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<tr>
<td>Ability to continues:</td>
<td>Level</td>
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<tr>
<td>36. Operate a computer to perform research and prepare decisions.</td>
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<td>37. Conduct hearings that gain confidence and respect of the parties.</td>
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<tr>
<td>38. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</td>
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<tr>
<td>39. Perform legal research in order to formulate final and proposed decisions.</td>
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<tr>
<td>40. Adapt to new or changing situations.</td>
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<tr>
<td>41. Rule and decide promptly even under conditions of uncertainty as to facts and governing law.</td>
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</tr>
<tr>
<td>42. Establish and maintain cooperative working relationships with internal and external stakeholder’s in order to effectively allow for the full discussion of issues.</td>
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</table>

Continue to page 6 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.

LOCATION(S) YOU ARE WILLING TO WORK

Mark the location below if you are willing to work.
Check "(A) Any" if you are willing to accept any location.

□ (0100) Alameda □ (1900) Los Angeles □ (3400) Sacramento
□ (3700) San Diego □ (A) Any

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.

□ (D) Permanent Full-Time □ (K) Limited-Term Full-Time □ (A) Any
□ (V) Permanent Part-Time □ (W) Limited-Term Part-Time
□ (T) Permanent Intermittent □ (X) Limited-Term Intermittent