



ADMINISTRATIVE LAW JUDGE I

EXAM CODE: 9BP08

CLASS CODE: 6177

Department: DEPARTMENT OF SOCIAL SERVICES
Final Filing Date: CONTINUOUS FILING
Exam Type: DEPARTMENTAL OPEN
Salary: MONTHLY SALARY RANGE - \$8,984.00 - \$11,300.00
Location: ALAMEDA
LOS ANGELES
SACRAMENTO
SAN DIEGO

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, 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 an OPEN examination for the California Department of Social Services (CDSS). Anyone who meets the minimum qualifications as stated on this examination bulletin may apply. Applications will not be accepted on a promotional basis. Once you have taken the examination, you may not retake it for twelve (12) months.

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: Examinations Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Attention: Examinations Unit
744 P Street
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

NOTE: Only applications with an 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 examination 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 in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

Or II

Five years of experience in the practice of law [*], which shall have included at least two 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 as provided under the Welfare and Institutions Code 10950 and other applicable statutes; to render final and proposed decisions involving the full complement of issues pursuant to delegation or to assist the agency in formulating its decisions; and to do other related work.

EXAMINATION INFORMATION

Qualifications Assessment Application – Weighted 100%

The examination will consist of a Qualifications Assessment (QA) weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The QA is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the QA 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. State and federal public assistance programs.
2. Administrative hearing proceedings.
3. Rules of evidence governing such procedure in order to properly manage hearings and determine the relative weight to be given the evidence submitted.
4. Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs and child support enforcement.
5. Legal Research in order to confirm the applicability of legal principles to a particular case.
6. Court decisions interpreting the powers of administrative boards and agencies.
7. Principles and theories of administrative law and judicial review of administrative actions.
8. Legal terms and forms in common use in administrative proceedings.
9. Computer word processing software.

B. Ability to:

1. Communicate effectively both orally and in writing as appropriate for the needs of the parties.
2. 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.
3. Manage one's caseload to ensure timely decisions.
4. Keep logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during hearing.
7. Perform legal research in order to formulate final and proposed decisions.
8. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.
9. Make accurate summaries of evidence and prepares appropriate findings and conclusions of law in order to write proposed or final decisions.
10. Conduct fair and impartial hearings that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.
11. Maintain a fair and impartial hearing in a manner that will obtain and consider all pertinent evidence and develop a record for any judicial demeanor to ensure hearings are conducted fairly.
12. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.

13. Establish and maintain cooperative working relations in order to effectively allow for the full discussion of issues.
14. Combine pieces of information to form general rules or conclusions.
15. Conduct hearings that gain confidence and respect of the parties.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference. Candidates requesting veterans' preference must submit a legible copy of the DD214 along with the completed Veterans' Preference application form (CalHR 1093) to California Department of Human Resources.

CAREER CREDITS

Career Credits do not apply in this examination.

CLASSIFICATION SPECIFICATION

Please click on the link below to review the official California Department of Human Resources (CalHR) classification specification.

[Administrative Law Judge I](#)

CONTACT INFORMATION

California Department of Social Services
Attention: Examinations 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 examination, and all candidates who pass will be ranked according to their scores.

It is the candidate's responsibility to contact the CDSS Examinations Unit at examinations@dss.ca.gov within three weeks after submitting an application if he/she has not received a progress notice.

The California 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 [State Examination/Employment Application \(STD. 678\)](#), Employment Development Department offices and the California Department of Social Services.

The California Department of Social Services 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 arrangements 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.

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 examination on the following page. Once completed, print, sign and mail it to the address stated in the Filing Instructions section above along with the completed and signed State Application STD. 678. Both documents must be submitted in order to be considered. After receipt of the completed examination, it will be scored and a notification of results letter will be sent within approximately three weeks.



ADMINISTRATIVE LAW JUDGE I

QUALIFICATIONS ASSESSMENT

INTRODUCTION

The purpose of this Qualifications Assessment is to give you an opportunity to explain significant aspects of your qualifications for Administrative Law Judge I, 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. The employment list will be used by CDSS to fill their existing positions. A “Condition of Employment” form is included in this Qualifications Assessment that will allow you to select a location and time bases in which you are interested in employment.

The information that you provide will be verified prior to employment. Providing false information on this Qualifications Assessment could result in removal from the employment list and banned from future employment opportunities with the CDSS.

Veterans’ preference credits will not be granted in this examination since it does not qualify as an entrance examination.

A candidate may be tested only once during a 12-month period.

Please submit the Qualifications Assessment with the state application (STD 678).

SECURITY INFORMATION FOR COMPETITOR

The law requires all state civil service examinations to be confidential and impartial and provides legal remedies to be taken against persons impairing the fairness of the testing procedure. Discussing or giving information to other competitors or interested persons about the questions or procedures of the supplemental application examination is a violation. Such violation may result in cancellation of the candidacy of any competitor or of the entire examination.

I have read and understand not to discuss this examination or instructions with anyone.

Candidate's Signature _____

Date _____

<u>License Requirements</u>	Yes	No
1. Are you an active member of the California State Bar? If no, please explain below:	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been the subject of any disciplinary actions by the California State Bar? If yes, please explain below:	<input type="checkbox"/>	<input type="checkbox"/>
<u>Job Requirements</u> The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from the examination process.	Yes	No
3. Are you willing to travel throughout the state to conduct hearings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you willing to respond to changes in the work environment in a positive, professional manner?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you willing to promote positive, collaborative, professional working relations among co-workers?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you willing to interact professionally with people from a wide range of cultural backgrounds during completing work tasks and assignments?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you willing to manage your work assignments to meet deadlines for issuing timely decisions?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you willing to do legal research and prepare decisions on a computer on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>

The following instructions are for completing questions 9 through 24. For each task statement there are three parts requiring three responses.

When was the last time you performed this task? In the How Recently column click one response from the drop down menu or write in your response.	
Not Performed	0
Within the last 2 years	3
Within the last 4 years	2
More than 5 years ago	1

How much experience performing this task? In the **Years of Experience** column click one response from the drop down menu or write in your response.

Not Performed	0
1 to 2 years	1
3 to 4 years	2
5 or more years	3

What is your level of experience performing this task? In the **Level of Experience** column click one response from the drop down menu or write in your response.

I have not performed this task.	0
I have assisted in the performance of this task.	1
I have performed this task independently.	2
I have managed/supervised in the performance of this task.	3

	TASK STATEMENTS Note: Please be candid in answering these questions. Responses may be verified with the references listed on the application.	HOW RECENTLY	YEARS OF EXPERIENCE	LEVEL OF EXPERIENCE
	Click one response for each column from the drop-down menu or write in your response.			
9.	I have presided over quasi-judicial hearings for a city, county, state or federal government agency.			
10.	I have appeared as an advocate before a trial court or at a quasi-judicial hearing.			
11.	I have made rulings or provided arguments on the burden and order of proof, relevancy, or admissibility of evidence as provided by law.			
12.	I have issued subpoenas for the attendance of witnesses or the production of books, papers, documents, or other evidence.			
13.	I have received or presented evidence in written form in order to ensure a full and complete record of proceedings.			
14.	I have reviewed and evaluated documents to determine their probative value.			
15.	I have researched, interpreted and applied various provisions of federal and state statutes, regulations, policies, and case law in conjunction with conducting hearings and preparing decisions.			
16.	I have evaluated the credibility of witnesses.			
17.	I have conducted or participated in hearings involving county, state or federal public assistance programs.			
18.	I have applied the rules of evidence in administrative hearings as to admissibility and weight.			
19.	I have done legal work related to public assistance programs and/or child support enforcement.			
20.	I have done legal research to determine the applicability of legal principles to a particular case.			
21.	I have used court decisions that interpret the powers of administrative boards and agencies.			
22.	I have used principles and theories of administrative law and the judicial review of administrative actions.			
23.	I have used legal terms and forms in common use in administrative proceedings.			
24.	I have used word processing software to prepare legal documents.			

	<p>The following are skills required for this position. Please assess your ability level and click one response from the drop-down menu or write in your response.</p> <p>Low ability needs assistance and guidance to perform this task. 1</p> <p>Moderate ability can adequately perform this task, but require some direction. 2</p> <p>High ability work independently at a journey level to perform this task. 3</p>	Ability Level
25.	Communicate effectively both orally and in writing.	
26.	Manage my caseload to ensure timely decisions.	
27.	Keep up with changes in law, regulations and policies.	
28.	Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	
29.	Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.	
30.	Perform legal research using computer software to prepare written decisions.	
31.	Analyze and apply legal principles, evidentiary rules, and precedents to legal problems to prepare written decisions.	
32.	Accurately summarize evidence and appropriate factual findings and conclusions of law in order to prepare written decisions.	
33.	Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence.	
34.	Maintain a fair and impartial attitude and judicial demeanor in hearings.	
35.	Develop a record for subsequent rehearings or judicial review.	
36.	Establish and maintain cooperative working relations to effectively allow full discussion of issues.	
37.	Combine pieces of information to develop general rules or conclusions, including finding a relationship among unrelated events.	
38.	Conduct hearings that gain confidence and respect of the participants.	

CONDITIONS OF EMPLOYMENT

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

Candidate's Name: _____

Social Security Number: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

CA State Bar Number: _____
Number State

The following list of counties/cities identifies the locations where this class is currently used.

PLEASE CLICK the locations in which you are willing to work.

ANYWHERE IN THE STATE – *If checked, no further selection is necessary.*

OR

Fresno (1000)

Los Angeles (1900)

Oakland (0100)

Sacramento (3400)

San Diego (3700)

TYPE OF APPOINTMENT DESIRED:

Check one or more items: (C) Perm or Temp/FT Only (A) Perm or Temp/FT-PT-INT

(D) Perm Only/FT Only (F) Perm/FT-PT-INT

(K) Temp Only/FT Only (I) Temp Only/FT-PT-INT

I certify that all the statements I have made in this application are true and correct.