



Administrative Law Judge III

6132 – Exam Code: 5PB03

Department(s): Agricultural Labor Relations Board
California Department of General Services
California Department of Human Resources
California Department of Social Services
California Public Utilities Commission
California State Personnel Board

Opening Date: May 22, 2015

Final Filing Date: Continuous

Type of Examination: Open

Monthly Salary: \$8,299 – \$10,591

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 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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

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.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for the participating departments mentioned on this examination bulletin. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Admission to practice law in California for at least five years immediately preceding application for appointment; and

Either I

Eight years of experience [performing the duties of an ALJ](#) in the California state service, six years of which must have been [performing the duties of an ALJ II](#).

Or II

Experience:

Either

1. Eight years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer; or

2. Eight years of experience in the practice of law*, which shall have included at least five years' 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 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, 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

Under general direction of the Constitutional Officer, exempt appointee of the Governor, the Departmental Director, or their designees, incumbents in the Administrative Law Judge (ALJ) III classification serve the public by presiding over quasi-judicial hearings on the most difficult or sensitive matters as provided under the Administrative Procedures Act and other applicable statutes.

ALJ III's are recognized as having an exceptional level of expertise that distinguishes herself/himself in a special field of knowledge and who will serve as the department's top expert in that field. Work at this level involves innovative theories, practices of law, specialization in an area of law overseen by or involving the department, and requiring contact with the legislature, high level governor appointees, constitutional officers, and/or the general public.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

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. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Exam Scope:

Knowledge of:

1. Legal principles and their application.
2. Conduct of hearing proceedings.
3. Rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas.
4. Legal research methods.
5. Principles and theories of administrative law and judicial review of administrative actions.
6. Principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives.
7. Legal terms.

Ability to:

1. Perform legal research.
2. Analyze, appraise, and apply legal principles, evidence, 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 all pertinent evidence.
5. Maintain a fair and impartial attitude of mind without bias or prejudice.
6. Coordinate the work of others and assist and advise them in their work.
7. Establish and maintain cooperative relations with those contacted in the course of their work.

In addition to the above knowledge and abilities, ALJ IIIs are recognized as having an exceptional level of expertise that distinguishes herself/himself in a special field of knowledge and who will serve as the

department's top ALJs in that field. Work at this level involves innovative theories, application of law, specialization in an area of law overseen by or involving the department, and requiring contact with the legislature, high level governor appointees, constitutional officers, or their designees, and/or the general public.

ALJ IIIs may serve as Acting Supervising ALJ and take a more active role in developing programs to improve the administrative hearing process.

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.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of

his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 8/08/16

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE TRAINING AND EXPERIENCE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Training: Class titles, certifications received, name of a person who can verify your training and their contact information.

WHERE TO APPLY:

Once all of the information indicated above has been gathered, click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, the examination will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)