This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Administrative Law Judge I, BPH classification with the California Department of Corrections and Rehabilitation (CDCR). 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. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions in Sacramento, Rancho Cucamonga, and Bakersfield. A “Conditions of Employment” form is included in this examination which will allow you to select the time bases you are interested in working. It is required that you personally complete this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): __________________________
Address: ________________________________
City/State/Zip Code: ________________________
Home Telephone Number: __________________
Work Telephone Number: __________________
Signature: ________________________________ Date: ________________

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

Mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or

Deliver in Person to:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, Room 101N
(916) 322-2545

NOTE:
• Be sure your envelope has adequate postage if submitting via mail.
• Facsimiles (FAX) will NOT be accepted under any circumstances.
• Make and keep a photocopy of the completed Qualifications Assessment for your records.
GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the Administrative Law Judge I, BPH classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (page 4)
- Knowledge & Work Experience – Administrative Law Judge I, BPH (pages 5-13)
- Recruitment Questionnaire/Mailing Instructions (page 13)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations
PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

☐ YES

☐ NO
CONDITIONS OF EMPLOYMENT FORM FOR ADMINISTRATIVE LAW JUDGE I, BPH

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time  ☐ (R) Permanent Part-Time  ☐ (K) Limited-Term Full-Time  ☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION YOU ARE WILLING TO WORK

☐ 5 ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

☐ NORTHERN REGION

☐ CENTRAL REGION
Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Luis Obispo, Santa Clara, Santa Cruz, Stanislaus, Tulare

☐ SOUTHERN REGION
Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov or notifying CDCR at the following address:

California Department of Corrections and Rehabilitation
Division of Human Resources
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Certification Unit
INSTRUCTIONS:

Using the rating scale(s) below, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

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.

Moderate Knowledge
I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge
I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge
I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge
I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience
I have more than 6 years of experience in regularly performing this action and I have instructed others on this specific action.

Moderate Experience
I have more than 4 years, but less than 6 years of experience in this action and I can perform it independently.

Basic Experience
I have more than 2 years, but less than 4 years of experience in this action and I have performed it regularly with minimal or no assistance.

Limited Experience
I have less than 2 years of experience in performing this action and I may require assistance for successful performance.

No Experience
I have never performed this action.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

2. Establish appropriate prison terms to calculate the approximate length of prison terms.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

3. Conduct fact-finding investigations for decision review purposes.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience
4. Conduct settlement and pre-hearing requests to negotiate and agree upon dispositions.

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5. Rule on prehearing motions including postponements, waivers and stipulations.

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6. Sit on special panel hearing cases.

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7. Review administrative procedures and regulations.

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8. Recommend changes to administrative procedures and regulations.

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9. Identify and reports on problems or situations relating to policies or procedures.

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10. Review and schedules cases for hearings.

**Knowledge related to performing this action**
- [ ] Extensive Knowledge
- [ ] Moderate Knowledge
- [ ] Basic Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

**Experience related to performing this action**
- [ ] Extensive Experience
- [ ] Moderate Experience
- [ ] Basic Experience
- [ ] Limited Experience
- [ ] No Experience

11. Review inmate and parolee appeals.

**Knowledge related to performing this action**
- [ ] Extensive Knowledge
- [ ] Moderate Knowledge
- [ ] Basic Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

**Experience related to performing this action**
- [ ] Extensive Experience
- [ ] Moderate Experience
- [ ] Basic Experience
- [ ] Limited Experience
- [ ] No Experience

12. Administer various proceedings (e.g. oaths, explains rights, rules on objections).

**Knowledge related to performing this action**
- [ ] Extensive Knowledge
- [ ] Moderate Knowledge
- [ ] Basic Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

**Experience related to performing this action**
- [ ] Extensive Experience
- [ ] Moderate Experience
- [ ] Basic Experience
- [ ] Limited Experience
- [ ] No Experience
13. Obtain lay and expert testimony at hearings.

Knowledge related to performing this action
- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action
- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Determine appropriate decisions and sanctions to be imposed based on evidence provided.

Knowledge related to performing this action
- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action
- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Review the length and/or appropriateness of prison sentences imposed by the courts.

Knowledge related to performing this action
- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action
- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience
16. Conduct post-hearing interviews in various cases to share information with stakeholders.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

17. Represent a Board or the Department in case planning to assign and schedule workload for various administrative reviews.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
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- ☐ Limited Experience
- ☐ No Experience

18. Participate in policy sessions.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
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19. Represents a board or the Department in staff, administrative and professional conferences.

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20. Conduct special studies and create reports.

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21. Perform legal research and analysis on various subjects.

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22. Give legal advice to a board or the Department.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

☐ Newspaper/Magazine Advertisement
☐ Internet
☐ California Department of Corrections and Rehabilitation employee
☐ Recruitment Mailing
☐ College/School
☐ Job Fair/Career Fair
☐ Other: _______________________________________

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR ADMINISTRATIVE LAW JUDGE I, BPH

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P.O. Box 942883  
Sacramento, CA 94283-0001

or  
Deliver in Person to:  
Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, Room 101N

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