### Administrative Law Judge I Office Of Administrative Hearings

**Agency Code:** 0599 - **Exam Code:** 7PB55 - **Class Code:** 6071

<table>
<thead>
<tr>
<th>Department(s):</th>
<th>Dept of General Services</th>
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<tbody>
<tr>
<td>Opening Date:</td>
<td>9/10/2009 8:30:00 AM</td>
</tr>
<tr>
<td>Final File Date:</td>
<td>Continuous</td>
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<tr>
<td>Type of Examination:</td>
<td>Departmental Open</td>
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<tr>
<td>Salary:</td>
<td>MONTHLY-RANGED-SALARY - $7,494.00 to $9,063.00</td>
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<td>Tenure/Time-base:</td>
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<td>Permanent Part-time</td>
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<td>Limited Term Intermittent</td>
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<td>Exam Type:</td>
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### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or 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 9 months.

### FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click on the link at the bottom of this bulletin.

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### SPECIAL TESTING ARRANGEMENTS
ELIGIBLE LIST INFORMATION

A DEPARTMENTAL OPEN merged eligible list will be established for the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

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

AND

Experience: Either

1. One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer. Or
2. Five years of experience in the practice of law*, which shall have included at least two 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" or "legal experience" is defined as only that legal experience acquired after admission to The State Bar of California.

POSITION DESCRIPTION

Under direction, the Administrative Law Judge I presides over quasi-judicial hearings as provided under the Administrative Procedures Act and other applicable statutes; to render proposed decisions or to assist the agency in formulating its decisions; to assist with the research program for continued improvement of administrative law and procedure; and to do other related work. Positions are located in Sacramento, Los Angeles, Oakland, Van Nuys, Laguna Hills and San Diego.

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.
SCOPE OF EXAMINATION

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Legal principles and their application, conduct of hearing proceedings and the provisions of the Administrative Procedures Act.
2. Rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas.
3. Legal research.
4. Court decisions interpreting the powers of administrative boards and agencies.
5. Principles and theories of administrative law and the judicial review of administrative actions.
6. Principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives.
7. Legal terms and forms in common use.

B. Ability to:

1. Perform 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 and secure confidence and respect.
5. Maintain a fair and impartial attitude of mind without bias of prejudice.
6. Speak and write effectively.
7. Establish and maintain cooperative relations with those contacted in the course of the work.

VETERANS’ PREFERENCE POINTS

Veterans’ Preference Points will not be added to the final score for this exam, because it does not meet the requirements to qualify for Veterans’ Preference Points.

CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel, tact, and judicial temperament.

CONTACT INFORMATION
Applications are available at www.jobs.ca.gov, State Personnel Board offices, 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 State Personnel Board 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 Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans’ Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. In open (only) entrance examinations, Veterans’ Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. In open, non-promotional entrance examinations, Veterans’ Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans’ Preference Points. “Permanent State civil service status” means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans’ Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans’ Preference Points are on the Veterans’ Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

**TAKING THE EXAM**

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

Click here to go to the Training and Experience Evaluation for Administrative Law Judge 1.