Administrative Law Judge 1, Office of Administrative Hearings (DGS)

Exam Code: 7PB55

Department: Department of General Services
Opening Date: 9/10/2009
Final Filing Date: Continuous
Type of Examination: Departmental, Open

CLASSIFICATION DETAILS

Administrative Law Judge 1, Office of Administrative Hearings (DGS) – $8,638.00 - $10,865.00 per month

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 nine (9) months.

How to Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.
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**

Administrative Law Judge 1, Office of Administrative Hearings (DGS)

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 SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be on measuring competitively, relative job demands, each applicant’s:

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.

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.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Administrative Law Judge 1, Office of Administrative Hearings (DGS) classification will be established for:

Department of General Services

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires twenty-four (24) months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (Std. 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examinations administered on an Open basis or Promotional basis.
Examination Questions Review

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam:

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or offices who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAM

Take the online Training and Experience Evaluation for the Administrative Law Judge 1, Office of Administrative Hearings (DGS) classification.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)
TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**EQUAL OPPORTUNITY EMPLOYER**

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.

**GENERAL INFORMATION**

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

**If you meet the requirements** stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants 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, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all applicants will be notified.

**General Qualifications:** Applicants 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
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 exam bulletin.