NOTICE OF CLOSING DATE

EXAMINATION TITLE: PRESIDING ADMINISTRATIVE LAW JUDGE, OAH
EXAM BASE: OPEN
LOCATION: STATEWIDE
FINAL FILE DATE: CONTINUOUS FILING

This is to announce the anticipated testing schedule for the continuous examination named above. Applications must be POSTMARKED by the application cutoff (final filing date) indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

APPLICATION CUTOFF

May 14, 2020

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922
PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS

Class Code: 6133
Examination Code: 6GS11
Examination Type: Open - Statewide
Bulletin Release Date: October 27, 2016
Final Filing Date: Continuous

CLASSIFICATION DETAILS
Salary Range: $10,172.00 - $12,801.00

View the Presiding Administrative Law Judge, Office of Administrative Hearings, classification specification.

APPLICATION INSTRUCTIONS
Who Should apply:
This is an open-statewide examination administered by the Department of General Services for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

How to Apply:
All applicants must complete and submit an Examination Application (STD. 678) and Qualifications Assessment. The Qualifications Assessment can be found in this document.

Note: Resumes alone will not be accepted. The examination title must be indicated on the application.

FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.

You may submit your examination package by mail to:
Department of General Services
Office of Human Resources
Attention: Larisa Harpst
P.O. Box 989052
West Sacramento, CA 95798-9052

Applications (STD. 678) and Qualifications Assessments must be POSTMARKED no later than the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
Or in person at:
Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address as listed above.

Special Testing Arrangements:
If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination:
Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information MUST include: name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

MINIMUM QUALIFICATIONS

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 California State Government performing legal duties at a level of responsibility equivalent to an Administrative Law Judge I, Office of Administrative Hearings.

Or II

Experience:

Either

1. Two years 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 three 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 Bar.

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, copy of official transcript (sealed envelope not necessary), statement and/or evaluation from an accredited U.S. college or university with their examination application.
POSITION DESCRIPTION
This position supervises Administrative Law Judges and support staff in one of the regional offices of the Office of Administrative Hearings (OAH); participates in policy decisions as a member of an office management team; performs various administrative tasks associated with case management; and hears and decides cases including those which are among the most complex and sensitive heard by OAH.

Positions exist statewide.

EXAMINATION TEST DATE
Continuous Testing: This examination will be administered once a year. The cut-off-date is the fourth Friday (11:59 PM) in April. All completed applications and Qualification Assessments submitted by the cut-off-date will be processed for that administration.


Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the department.

EXAMINATION SCOPE
This examination consists of the following components:

Qualifications Assessment - Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

Scope:
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:

A. Knowledge of:
   1. Legal principles and their application;
   2. Conduct of hearing proceedings and provisions of the Administrative Procedure Act;
   3. Rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas;
   4. Legal research methods;
   5. Court decisions interpreting the powers of administrative boards and agencies;
   6. Principles and theories of administrative law and judicial review of administrative actions;
   7. Principles and techniques of quality management, performance improvement, team building, and customer service;
   8. Principles and practices of employee supervision, development, training, and personnel management;
   9. Equal employment opportunity policies;
   10. Formal and informal aspects of the legislative process;
   11. The goals and policies of the administration and the Department of General Services;
   12. Principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives;
   13. Legal terms and forms in common use.

B. Ability to:
   1. Hear and decide most complex and sensitive hearings referred to OAH;
   2. Communicate effectively;
3. Coordinate, plan, organize, and direct the work of a staff, and assist and advise them in their work;
4. Establish and maintain cooperative relations with those contacted in the course of the work;
5. Promote and be accountable for customer satisfaction and quality service;
6. Initiate or recommend changes that promote innovative solutions to meet customer needs;
7. Review and edit legal writing.

**ELIGIBLE LIST INFORMATION**

An Open-Statewide eligible list will be established for the Department of General Services and the Military Department. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.

**VETERANS’ PREFERENCE/CAREER CREDITS**

Veterans’ Preference will be granted for this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career Credits do not apply.

**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.

**CONTACT INFORMATION**

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Larisa Harpst, (916) 376-1854.

California Department of General Services
Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: (916) 376-5401

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.

**GENERAL INFORMATION**

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on through your CalCareer Account.

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 the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services 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 the civil service law and rules and all competitors will be notified.
Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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 from one to four years unless otherwise stated on this bulletin.

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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans’ Preference: California law allows the granting of Veterans’ Preference in any Open examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: CalCareer Veterans. Additional information can also be found at the California Department of Veterans Affairs at CalVet Veterans.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.
GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Presiding Administrative Law Judge, Office of Administrative Hearings, classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

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 onto an eligible list. The list will be used by Department of General Services to fill existing positions. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.
WHAT DOES THE QUALIFICATIONS ASSESSMENT PACKAGE CONSIST OF?

The Qualifications Assessment Package consists of the following:

- Complete the State of California Examination Application (STD. 678) and be sure to sign and date the application. Please refrain from writing "see resume" under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General Services  
Office of Human Resources  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605  
Attention: Larisa Harpst

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Note:
- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail after the final filing date will be disqualified from the examination.
- Be sure your envelope has adequate postage including a postmark date if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will NOT be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.
CANDIDATE INFORMATION

Name: ________________________________________________________________

Social Security Number: ________________________________________________

Home Telephone Number: ______________________________________________

Work Telephone Number: ______________________________________________

E-mail Address: ________________________________________________________

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 mark the “Not Applicable” box below and continue to the next section.

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
☐ NOT APPLICABLE
CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

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

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
☐ Any

If all boxes 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(S) YOU ARE WILLING TO WORK:

☐ 5 ANYWHERE IN THE STATE – If checked, no further selection is necessary

NORTHERN CALIFORNIA
☐ 3400 Sacramento

CENTRAL CALIFORNIA
☐ 0100 Alameda

SOUTHERN CALIFORNIA
☐ 1900 Los Angeles
☐ 3700 San Diego

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your CalCareer Account and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Larisa Harpst
(916) 376-1854
EXPERIENCE – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

1. Read and evaluated electronic case files to prepare for hearing under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 2 years?
- ☐ Yes
- ☐ No

2. Read and evaluated electronic case files to identify information needed and appropriate actions to be taken under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations and policies.

Select one that best relates to your experience:
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 2 years?
- ☐ Yes
- ☐ No
3. Communicated orally during pretrial proceedings (e.g., case management conferences, prehearing conferences) with parties, and/or counsel to facilitate the exchange of information under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

4. In preparation for mediations and/or settlement conferences, read and analyzed proposals and/or electronic case files under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
5. Conducted prehearing conferences, law and motion hearings, and issued written orders to resolve disputes arising under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

6. Conducted mediations, settlement conferences and other dispute resolution proceedings under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
7. Evaluated Administrative Law Judge (ALJ) workload and case priority, participated in assigning hearings, mediations or other proceedings using an electronic case management system.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

8. Ruled on continuance requests, peremptory challenges, and other prehearing motions under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
9. Addressed requests for security, media access and for accommodations under the Americans with Disabilities Act.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

10. Conducted administrative hearings to ensure due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
11. Operated hearing recording equipment or presided over administrative hearings with court reporters to ensure an adequate record consistent with due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

12. Opened the record, called the case, took appearances, instructed participants as to their rights and responsibilities in the hearing, and administered oaths to witnesses under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
13. Reviewed and ruled on motions and admissibility of evidence, and/or issued subpoenas to ensure due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

14. Controlled the course of the hearing, ensured that the hearing is conducted in a professional manner, exhibits are marked and recorded, and that the record of the hearing is clear and complete.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
15. Listened to testimony and reviewed evidence for extended periods of time, took notes of all evidence submitted, including detailed notes of the testimony and demeanor of each witness.

Select one that best relates to your experience:
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 2 years?
- ☐ Yes
- ☐ No

16. Heard closing arguments or reviewed closing briefs to ensure due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 2 years?
- ☐ Yes
- ☐ No
17. Read and analyzed documents, reports, and assessments to determine their legal and factual significance under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

18. Heard and evaluated witness testimony to determine its credibility, weight, and legal and factual significance under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
19. Identified issues, found relevant facts, determined applicable law, and applied the law to the facts under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

20. Prepared written proposed or final decisions including factual findings, legal conclusions, and orders under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
21. Prepared materials for the Director, Deputy Director, and/or Division Presiding ALJs (e.g., travel forms; monthly vacation/sick leave reports; case assignment logs) for orderly operation of the agency.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

22. Created and maintained records in accordance with applicable records retention policies.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
23. Organized time to prepare high-quality work product within applicable deadlines.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

24. Provided and participated in training to enable ALJs to acquire and/or maintain required skills and knowledge.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
25. Ensured compliance with case timelines under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

26. Performed special projects for the Director, Deputy Director, and/or Division Presiding ALJs.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
27. Evaluated ethical issues, including conflict-of-interest, to ensure the appropriate course of action under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations and policies.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

28. Communicated with direct supervisor orally and in writing, to provide case updates, and/or seek guidance and feedback on legal issues and analysis.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
29. Communicated with direct supervisor, orally and in writing, to discuss and receive direction on individual administrative and personnel issues.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

30. Communicated with calendar staff to calendar cases, confirm case status, discuss ALJ assignments, obtain case records, and/or request other assistance and information.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
31. Communicated, orally and in writing, with ALJs, support staff or student interns regarding assigned work.

Select one that best relates to your experience:

☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?

☐ Yes
☐ No

32. Supervised ALJs and/or support staff.

Select one that best relates to your experience:

☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?

☐ Yes
☐ No
33. Reviewed and commented upon written work of ALJs for accuracy, thoroughness, format, style, and persuasiveness.

**Select one that best relates to your experience:**
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

**Select one that best relates to how often you performed this task:**
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 2 years?**
- ☐ Yes
- ☐ No

34. Mentored ALJs.

**Select one that best relates to your experience:**
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

**Select one that best relates to how often you performed this task:**
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 2 years?**
- ☐ Yes
- ☐ No
35. Participated in hiring ALJs and/or support staff.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

36. Developed and implemented employee training and professional growth programs.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No
37. Performed probationary reviews, employee evaluations, constructive intervention, and participated as a supervisor in employee disciplinary actions.

Select one that best relates to your experience:
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 2 years?
- ☐ Yes
- ☐ No

38. Followed equal employment opportunity policies in hiring and employment decisions.

Select one that best relates to your experience:
- ☐ 5 or more years performing this task
- ☐ 3 or more but less than 5 years performing this task
- ☐ 2 or more but less than 3 years performing this task
- ☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 2 years?
- ☐ Yes
- ☐ No
39. Worked with the Director, Deputy Director, Division Presiding ALJs, Presiding ALJs, and/or administrative staff to develop and implement operational policies and procedures.

Select one that best relates to your experience:
☐ 5 or more years performing this task
☐ 3 or more but less than 5 years performing this task
☐ 2 or more but less than 3 years performing this task
☐ Less than 2 years or I have never performed this action

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 2 years?
☐ Yes
☐ No

Continue to the Knowledge, Skills and Abilities (KSA) Qualifications Assessment on the next page.
KNOWLEDGE, SKILLS & ABILITIES (KSA) – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill or ability (KSA). Your KSA includes your formal education, training courses, and/or work experience (paid or not paid).

1. Knowledge of Legal principles and their application.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

2. Knowledge of conduct of hearing proceedings and provisions of the Administrative Procedure Act.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

3. Knowledge of rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

4. Knowledge of legal research methods.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.
5. Knowledge of court decisions interpreting the powers of administrative boards and agencies.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

6. Knowledge of principles and theories of administrative law and judicial review of administrative actions.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

7. Knowledge of principles and techniques of quality management, performance improvement, team building, and customer service.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

8. Knowledge of principles and practices of employee supervision, development, training, and personnel management.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

9. Knowledge of equal employment opportunity policies.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.
10. Knowledge of formal and informal aspects of the legislative process.

**Select one that best describes your knowledge/skill/ability (KSA):**
- ☐ I have applied this KSA in an actual setting while performing a task.
- ☐ I have this KSA but may require supervision to perform a task.
- ☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
- ☐ I have no experience/education/training relevant to this KSA.

11. Knowledge of the goals and policies of the administration and the Department of General Services.

**Select one that best describes your knowledge/skill/ability (KSA):**
- ☐ I have applied this KSA in an actual setting while performing a task.
- ☐ I have this KSA but may require supervision to perform a task.
- ☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
- ☐ I have no experience/education/training relevant to this KSA.

12. Knowledge of principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives.

**Select one that best describes your knowledge/skill/ability (KSA):**
- ☐ I have applied this KSA in an actual setting while performing a task.
- ☐ I have this KSA but may require supervision to perform a task.
- ☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
- ☐ I have no experience/education/training relevant to this KSA.

13. Knowledge of legal terms and forms in common use.

**Select one that best describes your knowledge/skill/ability (KSA):**
- ☐ I have applied this KSA in an actual setting while performing a task.
- ☐ I have this KSA but may require supervision to perform a task.
- ☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
- ☐ I have no experience/education/training relevant to this KSA.

14. Ability to Hear and decide most complex and sensitive hearings referred to OAH.

**Select one that best describes your knowledge/skill/ability (KSA):**
- ☐ I have applied this KSA in an actual setting while performing a task.
- ☐ I have this KSA but may require supervision to perform a task.
- ☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
- ☐ I have no experience/education/training relevant to this KSA.
15. Ability to communicate effectively.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

16. Ability to coordinate, plan, organize, and direct the work of a staff, and assist and advise them in their work.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

17. Ability to establish and maintain cooperative relations with those contacted in the course of the work.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

18. Ability to promote and be accountable for customer satisfaction and quality service.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.

19. Ability to initiate or recommend changes that promote innovative solutions to meet customer needs.

Select one that best describes your knowledge/skill/ability (KSA):
☐ I have applied this KSA in an actual setting while performing a task.
☐ I have this KSA but may require supervision to perform a task.
☐ I have education/training relevant to this KSA or have minimally applied it to perform a task.
☐ I have no experience/education/training relevant to this KSA.
20. Ability to and review and edit legal writing.

Select one that best describes your knowledge/skill/ability (KSA):
- [ ] I have applied this KSA in an actual setting while performing a task.
- [ ] I have this KSA but may require supervision to perform a task.
- [ ] I have education/training relevant to this KSA or have minimally applied it to perform a task.
- [ ] I have no experience/education/training relevant to this KSA.

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT
AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE: _______________________________ DATE: ___________

NAME (PRINTED): ________________________________

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE