**PRESIDING ADMINISTRATIVE LAW JUDGE OFFICE OF ADMINISTRATIVE HEARINGS**

**STATE OF CALIFORNIA**

**DEPARTMENT OF GENERAL SERVICES**

**OPEN EXAMINATION - STATEWIDE**

**SALARY RANGE:** $9,900.00 - $12,458.00

**FINAL FILING DATE:** CONTINUOUS FILING

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 SINCE 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.

*This is a continuous exam. Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant. Applications received after the cut-off date will be held for the next exam administration.*

WHO MAY APPLY

This is an OPEN: STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**HOW TO APPLY**

Applications are available upon request or on the Internet at: http://jobs.ca.gov/pdf/std678.pdf and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) and Training & Experience Assessments must be POSTMARKED no later than the cut-off 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. Applications and Training & Experience Assessments personally delivered or received via interoffice mail after 5:00 PM on the cut-off date will be held for the next exam administration. The examination title must be indicated on the application. FAXED or EMAILED DOCUMENTS WILL NOT BE ACCEPTED. Submit Applications and Training and Experience Assessments to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: LARISA HARPST
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

**QUESTIONS**

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

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of 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. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.

**THE POSITION**

Supervises Administrative Law Judges (ALJs) 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 located throughout the State.

**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.

**PRESIDING ADMINISTRATIVE LAW JUDGE, OAH**

OX85/6133

**FINAL FILING DATE:** CONTINUOUS

SEE REVERSE FOR ADDITIONAL INFORMATION

DEPARTMENT OF GENERAL SERVICES  OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052  WEST SACRAMENTO, CA 95798-9052  (916) 376-5400
STREET ADDRESS: 707 3RD STREET, 7TH FLOOR  WEST SACRAMENTO, CA 95605

California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922
A candidate may be tested only once during any 12 month consecutive period. Applicants who are eliminated for not meeting the minimum qualifications may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on their notice of eligibility.

Training and Experience Assessment – Weighted 100%

This examination will consist of Training and Experience 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 TRAINING AND EXPERIENCE ASSESSMENT WITH THEIR APPLICATION (STD 678) WILL BE DISQUALIFIED.

Candidates should be prepared to answer questions related to the following areas:

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 procedures 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 of the Department 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.

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.

An OPEN STATEWIDE eligible list will be established for 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 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.

It is the candidate’s responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test. If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at http://jobs.ca.gov. If you meet the requirements stated on the reverse, 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.

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: 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 veteran’s preference.
2. An entrance examination is considered as competitive, as any open competitive examination.
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 INFORMATION page.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans’ Preference are on the Veterans’ Preference INFORMATION page.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES • OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 • West Sacramento, CA 95789-9052 • Telephone (916) 376-5400
STREET ADDRESS: 707 3RD Street, 7TH Floor • West Sacramento, CA 95605
TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929 • Voice 1-800-735-2922
GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS with the Department of General Services. 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.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS classification. If successful, your name will be placed on an eligible list.
3. 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 PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2-3)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (page 4 - 7)
- Knowledge, Skill, and Ability Assessment (pages 8 - 9)
- Preparation for Hiring Interview (page 10)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)

YOUR COMPLETED TRAINING & EXPERIENCE ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE
CANDIDATE INFORMATION

Name: ____________________________

Social Security Number: ____________________________

Address: ____________________________________________

________________________________________

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 FOR DEPARTMENT OF GENERAL SERVICES

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

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.

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.
CONDITIONS OF EMPLOYMENT FOR DEPARTMENT OF GENERAL SERVICES (CONTINUED)

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 notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

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

MINIMUM QUALIFICATIONS

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

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

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.
## WORK EXPERIENCE

Under “Work Experience,” for items #1 - #10, please indicate

### Frequency:
- A. If you have performed this task within the last 10 years
- B. How often you perform this task
  - (Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)

### Length of Experience:
- A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.
- B. (Please select one box from the “Length of Experience” column)

**NOTE:** There may be up to three (3) checkmarks for each question.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Monthly/Quarterly</td>
</tr>
</tbody>
</table>

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.

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.

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.

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.

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.

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.

7. Evaluated Administrative Law Judge (ALJ) workload and case priority, participated in assigning hearings, mediations or other proceedings using an electronic case management system.

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.

9. Addressed requests for security, media access and for accommodations under the Americans with Disabilities Act.

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.
Under “Work Experience,” for items #11 - #19, please indicate

<table>
<thead>
<tr>
<th>Frequency:</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. If you have performed this task within the last 10 years</td>
<td>Performed task within last 10 years</td>
</tr>
<tr>
<td>B. How often you perform this task</td>
<td>Weekly, Monthly/Quarterly, Semi-Annual/Annual, or Never</td>
</tr>
</tbody>
</table>

AND

<table>
<thead>
<tr>
<th>Length of Experience:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: There may be up to three (3) checkmarks for each question.

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.

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.

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.

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.

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.

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.

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.

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.

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.
Under “Work Experience,” for items #20 - #31, please indicate

**Frequency:**
- B. If you have performed this task within the last 10 years
- B. How often you perform this task
  
  *(Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)*

**Length of Experience:**
- D. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.
  
  *(Please select one box from the “Length of Experience” column)*

---

**NOTE:** There may be up to three (3) checkmarks for each question.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Created and maintained records in accordance with applicable records retention policies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Organized time to prepare high-quality work product within applicable deadlines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Provided and participated in training to enable ALJs to acquire and/or maintain required skills and knowledge.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Ensured compliance with case timelines under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Performed special projects for the Director, Deputy Director, and/or Division Presiding ALJs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.Communicated with direct supervisor orally and in writing, to provide case updates, and/or seek guidance and feedback on legal issues and analysis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Communicated with direct supervisor, orally and in writing, to discuss and receive direction on individual administrative and personnel issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Communicated with calendar staff to calendar cases, confirm case status, discuss ALJ assignments, obtain case records, and/or request other assistance and information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Communicated, orally and in writing, with ALJs, support staff or student interns regarding assigned work.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Under “Work Experience,” for items #32 - #39, please indicate

Frequency:
C. If you have performed this task within the last 10 years
B. How often you perform this task
   (Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)

AND

Length of Experience:
E. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.
   (Please select one box from the “Length of Experience” column)

NOTE: There may be up to three (3) checkmarks for each question.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. Supervised ALJs and/or support staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Reviewed and commented upon written work of ALJs for accuracy, thoroughness,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>format, style, and persuasiveness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Mentored ALJs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Participated in hiring ALJs and/or support staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Developed and implemented employee training and professional growth programs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Performed probationary reviews, employee evaluations, constructive intervention,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and participated as a supervisor in employee disciplinary actions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Followed equal employment opportunity policies in hiring and employment decisions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Worked with the Director, Deputy Director, Division Presiding ALJs, Presiding ALJs, and/or administrative staff to develop and implement operational policies and procedures.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items #1 – #13, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

- **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.
- **Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.
- **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.
- **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

<table>
<thead>
<tr>
<th>Knowledge/Skill/Ability</th>
<th>Extensive Knowledge, Skill, or Ability</th>
<th>Moderate Knowledge, Skill, or Ability</th>
<th>Limited Knowledge, Skill, or Ability</th>
<th>No Knowledge, Skill, or Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of Legal principles and their application.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Knowledge of conduct of hearing proceedings and provisions of the Administrative Procedure Act.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Knowledge of rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Knowledge of legal research methods.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Knowledge of court decisions interpreting the powers of administrative boards and agencies.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Knowledge of principles and theories of administrative law and judicial review of administrative actions.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Knowledge of principles and techniques of quality management, performance improvement, team building, and customer service.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Knowledge of principles and practices of employee supervision, development, training, and personnel management.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Knowledge of equal employment opportunity policies.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Knowledge of formal and informal aspects of the legislative process.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Knowledge of the goals and policies of the administration and the Department of General Services.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Knowledge of principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Knowledge of legal terms and forms in common use.</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For items #14 - #20, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

**Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

**Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.

**Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

<table>
<thead>
<tr>
<th>KSA Level</th>
<th>Extensive Knowledge, Skill, or Ability</th>
<th>Moderate Knowledge, Skill, or Ability</th>
<th>Limited Knowledge, Skill, or Ability</th>
<th>No Knowledge, Skill, or Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Ability to Hear and decide most complex and sensitive hearings referred to OAH.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15. Ability to communicate effectively.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16. Ability to coordinate, plan, organize, and direct the work of a staff, and assist and advise them in their work.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17. Ability to establish and maintain cooperative relations with those contacted in the course of the work.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>18. Ability to promote and be accountable for customer satisfaction and quality service.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19. Ability to initiate or recommend changes that promote innovative solutions to meet customer needs.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20. Ability to and review and edit legal writing.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

TRAINING AND EXPERIENCE ASSESSMENT RETURN AND MAILING PROCEDURES

This Training & Experience Assessment will account for 100% of the weight of your examination for this classification. You may mail or deliver in person the completed Training and Experience Assessment and Application (STD 678) to the following address:

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

NOTE:

- Candidates whose Application (STD 678) and Training & Experience Assessment is postmarked, personally delivered, or received via interoffice mail after the cut-off date will be held for the next exam administration.
- 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 Training & Experience Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:
“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete 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.

SIGNATURE: ___________________________ DATE: ____________
NAME (PRINTED): ___________________________

THIS COMPLETES THE TRAINING & EXPERIENCE ASSESSMENT