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

Exam Code: 7PB55

Department: Department of General Services
Exam Type: Departmental, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS
Administrative Law Judge 1, Office of Administrative Hearings– $8,984.00 - $11,300.00 per month

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

APPLICATION INSTRUCTIONS
Final Filing Date: Continuous

Who Should Apply:
Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for nine (9) months.

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

Special Testing Arrangements:
If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.
MINIMUM QUALIFICATIONS

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

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

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

AND

Experience:

Either

1. One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer. Or

2. Five years of experience in the practice of law*, which shall have included at least two years' experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The State Bar of California.

POSITION DESCRIPTION

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

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

EXAMINATION SCOPE

This examination consists of the following components:

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

The examination consists solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.
In addition to evaluating applicants’ relative knowledge and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

**Knowledge and Abilities**

**Knowledge of:** Legal principles and their application, conduct of hearing proceedings and the provisions of the Administrative Procedures Act; rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas; legal research; court decisions interpreting the powers of administrative boards and agencies; principles and theories of administrative law and the judicial review of administrative actions; principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives; and legal terms and forms in common use.

**Ability to:** Perform research; analyze, appraise, and apply legal principles, evidence, and precedents to legal problems; make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude of mind without bias or prejudice; communicate effectively; and establish and maintain cooperative relations with those contacted in the course of the work.

**Special Personal Characteristics**

Willingness to travel, have tact, and judicial temperament.

**ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the [Administrative Law Judge 1, Office of Administrative Hearings classification will be established for the Department of General Services.

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

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

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

Career Credits will not be added to the final score of competitors who are successful in this examination.

Bulletin Date: 7/22/2019
EXAMINATION INFORMATION

Preview of the Administrative Law Judge 1, Office of Administrative Hearings
Training and Experience Evaluation

PREPARING FOR THE EXAMINATION

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

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

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

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

TAKING THE EXAMINATION

Take the Administrative Law Judge 1, Office of Administrative Hearings examination

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

If you have any technical questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Department of General Services
Office of Human Resources
Mailing address: P.O. BOX 989052
West Sacramento, CA 95798-9052

Bulletin Date: 7/22/2019
EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open
examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide 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 in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor 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.