



CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

Administrative Law Judge II (Specialist), DSS

Exam Code: 1HA47

Department: Department of Health Care Services

Exam Type: Departmental Promotional

Final File Date: December 22, 2021

CLASSIFICATION DETAILS

Administrative Law Judge: \$10,203 - \$12,842

View the class specification here:

<https://www.calhr.ca.gov/state-hr-professionals/Pages/6178.aspx>

APPLICATION INSTRUCTIONS

Final Filing Date: December 22, 2021

Who Should Apply: This is a promotional examination for the Department of Health Care Services. Competition is limited to individuals who meet the minimum qualifications and:

1. Have a permanent civil service appointment with the Department of Health Care Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations; or
2. Are a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or

3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991.

How to Apply: To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by the final filing date. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
P.O. Box 997411, MS 1300
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 345-7237

MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

NOTE: Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, II, or III, etc.

Either I

One year of experience performing the duties of an Administrative Law Judge I, Department of Social Services.

Or II

Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

Or III

Five years of experience in the practice of law[*], which shall have included at least three years of 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.

POSITION DESCRIPTION

Under the general supervision of the Chief Administrative Law Judge, the Administrative Law Judge II (Specialist), Department of Social Services, presides over quasi-judicial hearings involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 and other applicable statutes. The incumbent confers and assists lower level Administrative Law Judges on problem cases and provides guidance and performs other related work.

Positions exist with the Department of Health Care Services in **Sacramento**.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Evaluation of Education and Experience (E&E) – Weighted 100% of the final score.

No written test is required, and no interview will be conducted. An E&E examination is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this bulletin. Supplemental information will be accepted, but competitors should read this bulletin carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

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.

EXAMINATION SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Legal principles and their application
2. Conduct of hearing proceedings
3. Rules of evidence governing such procedures and the 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 objectives of effective public administration and an understanding of the use of proper administrative procedures in furthering these objectives
8. Legal terms and forms in common use

Ability to:

1. Perform legal research
2. Analyze, appraise, and apply legal principles, evidentiary rules and precedents to legal problems
3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts

4. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and secure confidence and respect
5. Maintain a fair and impartial attitude of mind without bias or prejudice
6. Communicate effectively
7. Confer and assist other lower level Administrative Law Judges in their work
8. Establish and maintain cooperative relations with those contacted in the course of the work
9. Contribute effectively to the formulation and administration of departmental policies and programs

Special Personal Characteristics:

1. Willingness to travel
2. Tact
3. Judicial temperament

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.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department listed on this announcement. The list will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

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.

Veterans' Preference is not granted for promotional examinations.

TESTING DEPARTMENT

Department of Health Care Services

CONTACT INFORMATION

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

Department of Health Care Services
Attn: Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Phone: (916) 552-8270
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

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

DRUG-FREE STATEMENT

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