



**ADMINISTRATIVE LAW JUDGE II (SPECIALIST)
ADMINISTRATIVE LAW JUDGE II (SUPERVISOR)**

SUPPLEMENTAL APPLICATION

INTRODUCTION

The purpose of this Supplemental Application examination is to give you an opportunity to explain significant aspects of your qualifications for Administrative Law Judge II (Specialist) and (Supervisor) with the California Department of Social Services (CDSS). 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 and an employment list will be established. The employment list will be used by CDSS to fill their existing positions. A "Condition of Employment" form is included in this Supplemental Application that will allow you to select a location and time bases in which you are interested in employment.

The information that you provide may be verified prior to employment. Providing false information on this Supplement Application could result in removal from the employment list and banned from future employment opportunities with the CDSS.

Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

A candidate may be tested only once during a 12-month period.

Please submit the Supplemental Application with the state application (STD 678) when applying for this examination.

THIS IS THE EXAMINATION – PLEASE READ IT CAREFULLY

Note: If applying for Administrative Law Judge II (Supervisor) examination, please complete Segments III & IV.

ADMINISTRATIVE LAW JUDGE II (SPECIALIST) AND (SUPERVISOR)

<u>License Requirements</u>	Yes	No
1. Are you an active member of the California State Bar? If no, please explain below:	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been the subject of any disciplinary actions by the California State Bar? If yes, please explain below:	<input type="checkbox"/>	<input type="checkbox"/>
<u>Job Requirements</u>	Yes	No
The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from the examination process.		
3. Are you willing to travel throughout the state to conduct hearings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you willing to respond to changes in the work environment in a positive, professional manner?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you willing to promote positive, collaborative, professional working relations among co-workers?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you willing to interact professionally with people from a wide range of cultural backgrounds in the course of completing work tasks and assignments?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you willing to manage your work assignments to meet deadlines for issuing timely decisions?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you willing to do legal research and prepare decisions on a computer on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>

SEGMENT I: ADMINISTRATIVE LAW JUDGE II (SPECIALIST) AND (SUPERVISOR)

The following instructions are for completing questions 1 through 28. For each task statement there are three parts requiring three responses.

When was the last time you performed this task? In the **How Recently** column click on response from the drop down menu or write in your response.

- 0 – Not Performed
- 3 – Within the last 2 years
- 2 – Within the last 4 years
- 1 – More than 5 years ago

How much experience performing this task? In the **Years of Experience** column click on response from the drop down menu or write in your response.

- 0 – Not Performed
- 1 – 1 to 2 years
- 2 – 3 to 4 years
- 3 – 5 or more years

What is your level of experience performing this task? In the **Level of Experience** column click one response from the drop down menu or write in your response.

- 0 – I have not performed this task
- 1 – I have assisted in the performance of this task
- 2 – I have performed this task independently
- 3 – I have managed/supervised in the performance of this task

SEGMENT I: ADMINISTRATIVE LAW JUDGE II (SPECIALIST) AND (SUPERVISOR)

	<p>TASK STATEMENTS</p> <p>Note: Please be candid in answering these questions. Responses may be verified with the references listed on the application.</p>	<p>HOW RECENTLY</p>	<p>YEARS OF EXPERIENCE</p>	<p>LEVEL OF EXPERIENCE</p>
	<p>Click one response for each column from the drop down menu or write in your response.</p>			
1.	I have presided over quasi-judicial hearings for a city, county, state or federal government agency.			
2.	I have appeared as an advocate before a trial court or at a quasi-judicial hearing.			
3.	I have made rulings or provided arguments on the burden and order of proof, relevancy, or admissibility of evidence as provided by law.			
4.	I have issued subpoenas for the attendance of witnesses or the production of books, papers, documents, or other evidence.			
5.	I have received or presented evidence in written form in order to ensure a full and complete record of proceedings.			
6.	I have reviewed and evaluated documents to determine their probative value.			
7.	I have researched, interpreted and applied various provisions of federal and state statutes, regulations, policies, and case law in conjunction with conducting hearings and preparing decisions.			
8.	I have evaluated the credibility of witnesses.			
9.	I have conducted or participated in hearings involving county, state or federal public assistance programs.			
10.	I have applied the rules of evidence in administrative hearings as to admissibility and weight.			
11.	I have done legal work related to public assistance programs.			
12.	I have done legal research to determine the applicability of legal principles to a particular case.			
13.	I have used court decisions that interpret the powers of administrative boards and agencies.			

SEGMENT I: ADMINISTRATIVE LAW JUDGE II (SPECIALIST) AND (SUPERVISOR)

14.	I have used principles and theories of administrative law and the judicial review of administrative actions.			
15.	I have used legal terms and forms in common use in administrative proceedings.			
16.	I have used word processing software to prepare legal documents.			
17.	I have presided over hearings involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 et seq and other applicable statutes.			
18.	I have acted in a lead capacity in the performance of Administrative Law Judge I's work.			
19.	I have conferred, assisted and mentored other Administrative Law Judge I's in their work.			
20.	I have established cooperative relations with those contacted in the course of the work.			
21.	I have effectively contributed to the formulation of divisional and/or departmental policies.			
22.	I have assisted in the training of Administrative Law Judge I's, county and advocate personnel.			
23.	I have developed and disseminated information to staff regarding departmental regulations and policies.			
24.	I have worked on and completed special projects in a timely manner such as; proposed legislation, proposed regulations, newsletter items, notes from the Training Bureau, and bench book, for the Chief Administrative Law Judge.			
25.	I have met with departmental program personnel regarding the establishment and clarification of department policies, proposed regulations and proposed legislation.			
26.	I have met with county welfare department personnel, advocacy groups, agency program managers, and other state agencies.			
27.	I have assisted the Administrative Law Judge II Supervisor in a timely review of proposed decisions.			
28.	I have identified training issues, prepared training materials, and conducted training on the administrative hearing process and on program policies and changes to Administrative Law Judge I's and county staff who work on appeals.			

SEGMENT II: ADMINISTRATIVE LAW JUDGE II (SPECIALIST) AND (SUPERVISOR)

	<p>The following are Skills & Abilities required for this position. Please assess your ability level and click one response from the drop down menu or write in your response.</p> <p>1 – Low ability needs assistance and guidance to perform this activity. 2 – Moderate ability can adequately perform this activity, but require some direction. 3 – High ability work independently at a journey level to perform this activity.</p>	<p>Rating</p>
1.	Communicate effectively both orally and in writing.	
2.	Manage my caseload to ensure timely decision.	
3.	Keep up with changes in law, regulations and policies.	
4.	Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	
5.	Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.	
6.	Perform legal research using computer software to prepare written decisions.	
7.	Analyze and apply legal principles, evidentiary rules, and precedents to legal problems to prepare written decisions.	
8.	Accurately summarize evidence and appropriate factual findings and conclusions of law in order to prepare written decisions.	
9.	Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence.	
10.	Maintain a fair and impartial attitude and judicial demeanor in hearings.	
11.	Develop a record for subsequent rehearings or judicial review.	
12.	Establish and maintain cooperative working relations to effectively allow full discussion of issues.	
13.	Combine pieces of information to develop general rules or conclusions, including finding a relationship among unrelated events.	
14.	Conduct hearings that gain confidence and respect of the participants.	

SEGMENT II: ADMINISTRATIVE LAW JUDGE II (SPECIALIST) AND (SUPERVISOR)

	<p>The following are the levels of knowledge required for this position. Please assess your level and click one response from the drop down menu or write in your response.</p> <p>0 – I have no direct knowledge in this area or function.</p> <p>1 – I have knowledge in this area or function of less than 1 year.</p> <p>2 – I have knowledge in this area or function of 1 to 3 years.</p> <p>3 – I have knowledge in this area or function of more than 3 years.</p>	Rating
15.	Rules of evidence governing such proceedings in order to properly manage hearings and determine the relative weight to be given the evidence submitted.	
16.	Administrative hearing proceedings.	
17.	Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs.	
18.	Time management of scheduled workload.	

Note:

Administrative Law Judge II (Supervisor) applicants – please complete Segments III and IV.

All applicants please complete the Conditions of Employment Section on page 11.

SEGMENT III: ADMINISTRATIVE LAW JUDGE II (SUPERVISOR) ONLY

The following instructions are for completing questions 1 through 11. For each task statement there are three parts requiring three responses.

When was the last time you performed this task? In the **How Recently** column click on response from the drop down menu or write in your response.

- 0 – Not Performed
- 3 – Within the last 2 years
- 2 – Within the last 4 years
- 1 – More than 5 years ago

How much experience performing this task? In the **Years of Experience** column click on response from the drop down menu or write in your response.

- 0 – Not Performed
- 1 – 1 to 2 years
- 2 – 3 to 4 years
- 3 – 5 or more years

What is your level of experience performing this task? In the **Level of Experience** column click one response from the drop down menu or write in your response.

- 0 – I have not performed this task
- 1 – I have assisted in the performance of this task
- 2 – I have performed this task independently
- 3 – I have managed/supervised in the performance of this task

SEGMENT III: ADMINISTRATIVE LAW JUDGE II (SUPERVISOR) ONLY

	<p>TASK STATEMENTS</p> <p>Note: Please be candid in answering these questions. Responses may be verified with the references listed on the application.</p>	<p>HOW RECENTLY</p>	<p>YEARS OF EXPERIENCE</p>	<p>LEVEL OF EXPERIENCE</p>
1.	I have reviewed and made recommendations on proposed decisions, further hearings, or prepared draft alternate decisions to assure departmental standards are met.			
2.	I have consistently managed my caseload to avoid penalties in cases in which I have had 30 days to write the decision.			
3.	I have participated in the hiring process of Administrative Law Judge I's (i.e., screened applications, developed interview questions, conducted interviews, etc.).			
4.	I have advised the Presiding Judge or Chief Administrative Law Judge of problems that arise within the region.			
5.	I have managed employees, including directing their work efforts, and evaluating their work product.			
6.	I have monitored employees to observe their ability to work well with colleagues, clients, or other parties.			
7.	I have responded to requests for subpoenas by counties, advocates, or claimants.			
8.	I have supervised the administrative work of a regional office or unit while acting.			
9.	I have worked with regional Administrative Law Judge's on special projects to resolve problems of mutual concerns.			
10.	When involved with the hiring process, I have followed the department's Equal Employment Opportunity (EEO) guidelines and objectives.			

SEGMENT IV: ADMINISTRATIVE LAW JUDGE II (SUPERVISOR) ONLY

	<p>The following are the levels of Knowledge required for this position. Please assess your level and click one response from the drop down menu or write in your response.</p> <p>0 – I have no direct knowledge in this area or function.</p> <p>1 – I have knowledge in this area or function of less than 1 year.</p> <p>2 – I have knowledge in this area or function of 1 to 3 years.</p> <p>3 – I have knowledge in this area or function of more than 3 years.</p>	Rating
1.	I have knowledge of supervision and leadership techniques.	
2.	I have knowledge of the department's EEO guidelines and practices.	
3.	I have knowledge of the judicial review of administrative actions.	
4.	I have knowledge of legal research in order to confirm the applicability of legal principles to a particular case.	

CONDITIONS OF EMPLOYMENT / SECURITY INFORMATION FOR COMPETITOR

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

Candidate's Name: _____

Social Security Number: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

CA State Bar Number: _____
Number State

The following list of counties/cities identifies the locations where this class is currently used.

PLEASE CHOOSE the locations in which you are willing to work.

ANYWHERE IN THE STATE – *If checked, no further selection is necessary.*
OR

Oakland (0100)

Los Angeles (1900)

San Diego (3700)

Sacramento (3400)

TYPE OF APPOINTMENT DESIRED:

- Check one or more items:
- (C) Perm or Temp/FT Only
 - (A) Perm or Temp/FT-PT-INT
 - (D) Perm Only/FT Only
 - (F) Perm/FT-PT-INT
 - (K) Temp Only/FT Only
 - (I) Temp Only/FT-PT-INT

SECURITY INFORMATION FOR COMPETITOR

The law requires all state civil service examinations to be confidential and impartial and provides legal remedies to be taken against persons impairing the fairness of the testing procedure. Discussing or giving information to other competitors or interested persons about the questions or procedures of the supplemental application examination is a violation. Such violation may result in cancellation of the candidacy of any competitor or of the entire examination.

I have read and understand not to discuss this examination or instructions with anyone.

Signature

Date