



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

**ADMINISTRATIVE LAW JUDGE I
(DEPARTMENTAL – OPEN EXAMINATION)**

Department:	Department of Social Services
Release Date:	October 19, 2015
Final File Date:	CONTINUOUS TESTING
	CUT – OFF DATES
	December 31, 2015
	March 31, 2016
	June 30, 2016
	September 30, 2016
	December 31, 2016
Exam Type:	OPEN Departmental
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Salary:	MONTHLY-RANGED-SALARY - \$7835.00 - \$9855.00
Location(s)	Los Angeles Oakland Sacramento San Diego

INTRODUCTION

Applications will be accepted on a continuous basis and will be processed quarterly. Applications must be received in this office prior to the above established cut-off (final filing) date. Applications received after the cut-off date will not be accepted for the current examination, but will be held for the next scheduled examination.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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(s), 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

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education and/or experience requirements as stated on this Examination announcement. Career Credits do not apply.

FILING INSTRUCTIONS

Applications (STD 678) must be POSTMARKED no later than the final file date. Please indicate the examination title on your application. Applications received without an examination title will not be accepted.

Applications postmarked, personally delivered, faxed, emailed or received via inter-office mail after the final file date will not be accepted for any reason.

TWO items MUST be printed and returned.

[Application \(STD 678\)](#) and (2) [Supplemental Application](#)

Applicants who fail to submit both items will be disqualified from the examination.

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit, MS 8-15-58
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged on the eligible list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Application must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

MINIMUM QUALIFICATIONS

Active membership in The California State Bar and 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 conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

OR II

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. [*]: 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 direction, to preside over quasi-judicial hearings as provided under the Welfare and Institutions Code 10950 and other applicable statutes; to render final and proposed decisions involving the full complement of issues pursuant to delegation or to assist the agency in formulating its decisions; and to do other related work

EXAMINATION INFORMATION

Supplemental Application - Weighted 100.00%

This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. State and federal public assistance programs.
2. Administrative hearing proceedings.
3. Rules of evidence governing such procedures in order to properly manage hearings and determine the relative weight to be given the evidence submitted.
4. Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs and child support enforcement.
5. Legal research in order to confirm the applicability of legal principles to a particular case.
6. Court decisions interpreting the powers of administrative boards and agencies.
7. Principles and theories of administrative law and the judicial review of administrative actions.
8. Legal terms and forms in common use in administrative proceedings.
9. Computer word processing software.

Ability to:

1. Communicate effectively both orally and in writing as appropriate for the needs of the parties.
2. Listen effectively by giving full attention to what parties and witnesses are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Manage one's caseload to ensure timely decisions.
4. Keep logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions.
5. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.
7. Perform legal research in order to formulate final and proposed decisions.
8. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.
9. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.
10. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.
11. Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.
12. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.
13. Establish and maintain cooperative working relations in order to effectively allow for the full discussion of issues.
14. Combine pieces of information to form general rules or conclusions.
15. Conduct hearings that gain confidence and respect of the parties.

ADDITIONAL DESIRABLE QUALIFICATIONS

Willingness to travel, tact, and judicial temperament

VETERAN'S PREFERENCE

Veterans' Preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See "General Information" on this bulletin for information regarding Veterans' Preference.)

CAREER CREDITS

Career credits do not apply for this examination.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resource (CalHR) class specification. <http://www.calhr.ca.gov/state-hr-professionals/pages/6177.aspx>

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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 Social 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 competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veterans' preference.
2. An entrance examination is defined, under the law, 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. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (STD. Form 1093) which is available at www.calhr.ca.gov or from the California Department of Human Resources, 1515 S Street, Sacramento, CA 95814 and the Department of Veterans Affairs.

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 in one to four years unless otherwise stated on the bulletin.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430
(916) 657-1762**

California Relay Service for the Deaf or Hearing Impaired from TDD phones call:
1-800-735-2929 or from voice phones call: 1-800-745-2922