C E A

CAREER EXECUTIVE ASSIGNMENT

DEPARTMENT: DEPARTMENT OF GENERAL SERVICES

POSITION TITLE: DIVISION PRESIDING ADMINISTRATIVE LAW JUDGE, SPECIAL EDUCATION DIVISION, OFFICE OF ADMINISTRATIVE HEARINGS
CEA LEVEL B

SALARY: $9,625 – 11,465
SALARY MAY BE EXTENDED UP TO $15,885 FOR CANDIDATES WHO POSSESS A LICENSE AS AN ATTORNEY

FINAL FILING DATE: May 18, 2018

Applications (STD 678), resumes and Statements of Qualifications must be POSTMARKED no later than the final filing date. Applications, resumes and Statements of Qualifications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. FAXED or EMAILED APPLICATIONS, RESUMES, AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

POSITION DESCRIPTION

Under the general direction of the Director of the Office of Administrative Hearings (OAH) and the Deputy Director of OAH, the Division Presiding Administrative Law Judge (DPALJ) will manage the Special Education Division of the Office of Administrative Hearings. The Division is located in four statewide offices (Sacramento, Oakland, Van Nuys and San Diego). Each office is supervised by at least one Presiding Administrative Law Judge (PALJ). PALJs directly supervise teams of ALJs. The DPALJ is responsible for directly supervising the PALJs, developing and implementing division-wide policy, and regularly reporting to the Director and Deputy Director of OAH. In-depth knowledge of the Administrative Procedure Act (APA), the Office of Administrative Hearings Manual, the Individuals with Disabilities Education Act (IDEA), other federal and state laws governing special education, DGS and State Administrative Manuals, Agency Guidelines, the Department of Finance Budget Letters, and the Governor’s Executive Orders is critical and essential while applying the core values of DGS: integrity, accountability, communication, excellence, innovation and teamwork.

See Next Page

"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), AND SEXUAL ORIENTATION."
The knowledge and abilities listed below included responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management.

- Knowledge of legal principles and their application; conduct of hearing proceedings and provisions of the Administrative Procedure Act; rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas; legal research methods; court decisions interpreting the powers of administrative boards and agencies; principles and theories of administrative law and judicial review of administrative actions; and the General Jurisdiction Division’s policies and procedures pertaining to calendaring and setting cases for settlement conferences, hearings, and other events.

- Knowledge of principles and techniques of quality management, performance improvement, team building, and customer service; principles and practices of employee supervision, development, training, and personnel management; equal employment opportunity policies; and effectively maintaining a work environment free of discrimination and harassment.

- Knowledge of the formal and informal aspects of the legislative process; the goals and policies of OAH and the Department of General Services; and ability to be the Director’s principal point of contact and liaison for various state and local government agencies that refer cases to the General Jurisdiction Division for hearing, mediation or settlement.

- Ability to conducts hearings in compliance with federal and state law, OAH policies and procedures, and pursuant to the APA and contracts with a variety of state and local agencies and entities; manage assigned proceedings and, ensure the creation of a comprehensible and complete official record by presiding over witness testimony and legal argument, ruling on the admission of evidence and procedural motions, taking notes, and establishing schedules for further proceedings; prepare decisions in each case by reviewing pleadings, hearing notes, and evidence, and by researching and analyzing applicable federal and state law and regulations; and, employing standard OAH decision and order format, policies, and procedures to ensure decisions and orders are issued on time.

See Next Page for Filing Requirements
FILING REQUIREMENTS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin. Eligibility to take a CEA examination does not require current permanent status in the civil service.

IN ADDITION, APPLICANTS MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager’s role in labor relations; the manager’s responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.

b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

EXAMINATION INFORMATION

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed below, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.
DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate. Provide a Statement of Qualifications (SOQ) that describes your experience, knowledge and abilities as they relate to each “SOQ Experience” factor below. (You must provide specific examples, and should be numbered in the same order).

1. Admission to practice law in California for at least 5 years immediately preceding application for exam (Will be verified).

2. Active membership in the California State Bar upon exam application (Will be verified).

3. Experience in one of the following: One year of performing the duties of an Administrative Law Judge II in the Office of Administrative Hearings, or three years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of a presiding officer, or eight 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, or eight years of experience in the practice of law in civil or criminal trial courts, appellate courts, or quasi-judicial administrative proceedings, or eight years of experience in the mediation of disputes arising before, during, or independently of, judicial or quasi-judicial administrative proceedings.

4. Significant experience in special education matters.

5. One year of supervisory experience managing attorneys.

6. Experience in planning, organizing and directing work of multi-disciplinary professional and administrative staff.

7. Experience handling and managing budget issues for an organization.

8. Experience at the managerial level in developing, administering and implementing divisional policies and procedures and practices.

9. Experience in working with various Federal and State agencies, commissions, stakeholder groups and the public

10. Experience in dealing with legal issues and/or litigation of a high-profile and/or politically sensitive nature.

11. Experience in developing and maintaining procedures necessary to monitor and ensure compliance with relevant laws.

12. Experience demonstrating integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

See Next Page for Filing Instructions
FILING INSTRUCTIONS

Please submit the following:

• A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or the Internet at: [http://jobs.ca.gov/pdf/std678.pdf](http://jobs.ca.gov/pdf/std678.pdf)

• A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed Four pages in length with a font no smaller than 11 pitch.

• Applications submitted without a Statement of Qualifications will be rejected from this examination.

• Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTENTION: ROSEMARY HERNANDEZ
ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5441
TDD 1-800-735-2929  Voice 1-800-735-2922

PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE
APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE OF MAY 17, 2018.

Release Date: 05/04/18