

**EXAMINATION
INFORMATION****Training and Experience Assessment -- Weighted 100%**

This examination will consist of Training and Experience Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE TRAINING AND EXPERIENCE ASSESSMENT WILL BE DISQUALIFIED.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

Knowledge of:

1. Legal principles and their application;
2. Conduct of hearing proceedings and provisions of the Administrative Procedure Act;
3. Rules of evidence governing such procedure and 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 techniques of quality management, performance improvement, team building, and customer service;
8. Principles and practices of employee supervision, development, training, and personnel management;
9. Equal employment opportunity policies;
10. Formal and informal aspects of the legislative process;
11. The goals and policies of the administration and the Department of General Services;
12. Principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives;
13. Legal terms and forms in common use.

Ability to:

1. Hear and decide most complex and sensitive hearings referred to OAH;
2. Communicate effectively;
3. Coordinate, plan, organize, and direct the work of a staff, and assist and advise them in their work;
4. Establish and maintain cooperative relations with those contacted in the course of the work;
5. Promote and be accountable for customer satisfaction and quality service;
6. Initiate or recommend changes that promote innovative solutions to meet customer needs.
7. Review and edit legal writing.

**ELIGIBLE LIST
INFORMATION**

OPEN: STATEWIDE eligible lists will be established for the Department of General Services. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

**VETERANS'
PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, 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 on the other side of this bulletin 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 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 the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 veteran's 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 (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

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

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ✦ **OFFICE OF HUMAN RESOURCES**
MAILING ADDRESS: P.O. BOX 989052 ✦ **West Sacramento, CA 95798-9052** ✦ **Telephone (916) 376-5400**
STREET ADDRESS: 707 3RD Street, 7TH Floor ✦ **West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
 California Relay (Telephone) Service for the Deaf or Hearing Impaired:
 From TDD phones 1-800-735-2929 ✦ Voice 1-800-735-2922

DEPARTMENT OF GENERAL SERVICES - HUMAN RESOURCES
TRAINING AND EXPERIENCE ASSESSMENT FOR:

PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS with the Department of General Services. 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. If successful, your name will be placed onto an eligible list. The list will be used by Department of General Services to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for PRESIDING ADMINISTRATIVE LAW JUDGE, OFFICE OF ADMINISTRATIVE HEARINGS. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2-3)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (page 4 - 7)
- Knowledge, Skill, and Ability Assessment (pages 8 - 9)
- Preparation for Hiring Interview (page 10)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)

**YOUR COMPLETED TRAINING AND EXPERIENCE ASSESSMENT
MUST INCLUDE YOUR ORIGINAL SIGNATURE**

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT APPLICABLE
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CONDITIONS OF EMPLOYMENT FOR DEPARTMENT OF GENERAL SERVICES

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

CONDITIONS OF EMPLOYMENT FOR DEPARTMENT OF GENERAL SERVICES (CONTINUED)

LOCATION(S) YOU ARE WILLING TO WORK:

5 ANYWHERE IN THE STATE – If checked, no further selection is necessary

NORTHERN CALIFORNIA

3400 Sacramento

CENTRAL CALIFORNIA

0100 Alameda

SOUTHERN CALIFORNIA

1900 Los Angeles

3700 San Diego

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Dolores Ballejos

MINIMUM QUALIFICATIONS

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

EITHER I

One year of experience in the California State Government performing legal duties at a level of responsibility equivalent to an Administrative Law Judge I, Office of Administrative Hearings.

OR II

1. Two years 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 three 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 Bar.

WORK EXPERIENCE

Under "Work Experience," for items #1 - #10, please indicate	Frequency				Length of Experience			
	Performed task within last 10 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
<p>Frequency:</p> <p>A. If you have performed this task within the last 10 years</p> <p>B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</p> <p style="text-align: center;">AND</p> <p>Length of Experience:</p> <p>A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.</p> <p>B. (Please select <u>one</u> box from the "Length of Experience" column)</p> <p>NOTE: There may be up to <u>three</u> (3) checkmarks for each question.</p>								
1. Read and evaluated electronic case files to prepare for hearing under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Read and evaluated electronic case files to identify information needed and appropriate actions to be taken under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicated orally during pretrial proceedings (e.g., case management conferences, prehearing conferences) with parties, and/or counsel to facilitate the exchange of information under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In preparation for mediations and/or settlement conferences, read and analyzed proposals and/or electronic case files under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Conducted prehearing conferences, law and motion hearings, and issued written orders to resolve disputes arising under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Conducted mediations, settlement conferences and other dispute resolution proceedings under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Evaluated Administrative Law Judge (ALJ) workload and case priority, participated in assigning hearings, mediations or other proceedings using an electronic case management system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ruled on continuance requests, peremptory challenges, and other prehearing motions under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Addressed requests for security, media access and for accommodations under the Americans with Disabilities Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Conducted administrative hearings to ensure due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE (CONTINUED)

Under "Work Experience," for items #11 - #19, please indicate

Frequency:

- A. If you have performed this task within the last 10 years
- B. How often you perform this task
(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

AND

Length of Experience:

- C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.
(Please select one box from the "Length of Experience" column)

NOTE: There may be up to three (3) checkmarks for each question.

	Performed task within last 10 years	Frequency				Length of Experience		
		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
11. Operated hearing recording equipment or presided over administrative hearings with court reporters to ensure an adequate record consistent with due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Opened the record, called the case, took appearances, instructed participants as to their rights and responsibilities in the hearing, and administered oaths to witnesses under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Reviewed and ruled on motions and admissibility of evidence, and/or issued subpoenas to ensure due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Controlled the course of the hearing, ensured that the hearing is conducted in a professional manner, exhibits are marked and recorded, and that the record of the hearing is clear and complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Listened to testimony and reviewed evidence for extended periods of time, took notes of all evidence submitted, including detailed notes of the testimony and demeanor of each witness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Heard closing arguments or reviewed closing briefs to ensure due process under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Read and analyzed documents, reports, and assessments to determine their legal and factual significance under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Heard and evaluated witness testimony to determine its credibility, weight, and legal and factual significance under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Identified issues, found relevant facts, determined applicable law, and applied the law to the facts under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE (CONTINUED)

Under "Work Experience," for items #20 - #31, please indicate

Frequency:

- B. If you have performed this task within the last 10 years
- B. How often you perform this task
(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

AND

Length of Experience:

- D. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.
(Please select one box from the "Length of Experience" column)

NOTE: There may be up to three (3) checkmarks for each question.

	Performed task within last 10 years	Frequency				Length of Experience		
		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
20. Prepared written proposed or final decisions including factual findings, legal conclusions, and orders under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Prepared materials for the Director, Deputy Director, and/or Division Presiding ALJs (e.g., travel forms; monthly vacation/sick leave reports; case assignment logs) for orderly operation of the agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Created and maintained records in accordance with applicable records retention policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Organized time to prepare high-quality work product within applicable deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Provided and participated in training to enable ALJs to acquire and/or maintain required skills and knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Ensured compliance with case timelines under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Performed special projects for the Director, Deputy Director, and/or Division Presiding ALJs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Evaluated ethical issues, including conflict-of-interest, to ensure the appropriate course of action under the Administrative Procedure Act, Individuals with Disabilities Education Act, or other relevant statutes and/or regulations and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Communicated with direct supervisor orally and in writing, to provide case updates, and/or seek guidance and feedback on legal issues and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Communicated with direct supervisor, orally and in writing, to discuss and receive direction on individual administrative and personnel issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Communicated with calendar staff to calendar cases, confirm case status, discuss ALJ assignments, obtain case records, and/or request other assistance and information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Communicated, orally and in writing, with ALJs, support staff or student interns regarding assigned work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE (CONTINUED)

Under "Work Experience," for items #32 - #39, please indicate	Performed task within last 10 years	Frequency				Length of Experience		
		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
<p>Frequency:</p> <p>C. If you have performed this task within the last 10 years</p> <p>B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</p> <p style="text-align: center;">AND</p> <p>Length of Experience:</p> <p>E. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column)</p> <p>NOTE: There may be up to <u>three</u> (3) checkmarks for each question.</p>								
32. Supervised ALJs and/or support staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Reviewed and commented upon written work of ALJs for accuracy, thoroughness, format, style, and persuasiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Mentored ALJs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Participated in hiring ALJs and/or support staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Developed and implemented employee training and professional growth programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Performed probationary reviews, employee evaluations, constructive intervention, and participated as a supervisor in employee disciplinary actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Followed equal employment opportunity policies in hiring and employment decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Worked with the Director, Deputy Director, Division Presiding ALJs, Presiding ALJs, and/or administrative staff to develop and implement operational policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items #1 – #13, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

	K S A L e v e l			
	Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
1. Knowledge of Legal principles and their application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of conduct of hearing proceedings and provisions of the Administrative Procedure Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of legal research methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of court decisions interpreting the powers of administrative boards and agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of principles and theories of administrative law and judicial review of administrative actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of principles and techniques of quality management, performance improvement, team building, and customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of principles and practices of employee supervision, development, training, and personnel management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of equal employment opportunity policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Knowledge of formal and informal aspects of the legislative process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Knowledge of the goals and policies of the administration and the Department of General Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Knowledge of principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Knowledge of legal terms and forms in common use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (CONTINUED)

<p>For items #14 - #20, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.</p> <p>Definition of Levels:</p> <p>Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.</p> <p>Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.</p> <p>Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.</p> <p>No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.</p>	KSA Level			
	Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
14. Ability to Hear and decide most complex and sensitive hearings referred to OAH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to communicate effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to coordinate, plan, organize, and direct the work of a staff, and assist and advise them in their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to establish and maintain cooperative relations with those contacted in the course of the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to promote and be accountable for customer satisfaction and quality service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to initiate or recommend changes that promote innovative solutions to meet customer needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Ability to and review and edit legal writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

TRAINING AND EXPERIENCE ASSESSMENT RETURN AND MAILING PROCEDURES

This Training and Experience Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Training and Experience Assessment to the following address:**

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Dolores Ballejos

NOTE:

- Candidates whose Training and Experience Assessment is postmarked, personally delivered, or received via interoffice mail after the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Training and Experience Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE TRAINING AND EXPERIENCE ASSESSMENT