

# Job Posting: Administrative Law Judge

## Department of General Services

JC-406570 - Administrative Law Judge  
ADMINISTRATIVE LAW JUDGE

\$10,280.00 - \$14,180.00 per Month

**Final Filing Date: 4/24/2024**

## Job Description and Duties

**This position is hybrid and eligible for telework two (2) days a week, in accordance with the DGS Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.**

### **Excellence in the Business of Government!**

Come join a team that creates:

- A collaborative team atmosphere founded upon ethics, integrity, and stewardship.
- A positive work environment that is open to change and invites its workforce to challenge processes.
- An opportunity for individuals to utilize their knowledge, skills, and experience to grow within the department.

**Range A:** Under direction of the Supervising Administrative Law Judge (Sup ALJ) in the General Jurisdiction (GJ) Division, the Administrative Law Judge (ALJ) in Range A conducts administrative hearings and routine assignments, typically involving relatively settled points of law and only one to two parties and few legal issues to develop skills to manage more complex hearings and assignments. The ALJ in Range A presides over quasi-judicial hearings regarding renewal, suspension, or revocation of licenses and other matters referred to OAH for hearing and prepares proposed or final decisions in compliance with applicable provisions of the Administrative Procedure Act (APA), other relevant legal authorities, and OAH policies and procedures, utilizing OAH's electronic case management system and other software and online systems and tools.

**Range B:** Under general direction of the Sup ALJ in the GJ Division, the ALJ in Range B holds the journey level position and works independently within a broad and diversified assignment with considerable latitude for initiative and independent judgment and is assigned to specialized and difficult, sensitive, and controversial cases, often involving novel legal theories, unsettled points of law, multiple legal issues, multiple parties, or consolidated matters. The ALJ in Range B presides over quasi-judicial hearings regarding renewal,

suspension, or revocation of licenses and other matters referred to OAH for hearing and prepares proposed or final decisions. The position may lead and mentor other AUs by assisting and advising them on the analysis of complex or otherwise challenging legal or factual issues.

All duties are performed in accordance with applicable provisions of the APA, other relevant legal authorities, and OAH policies and procedures, utilizing OAH's electronic case management system and other software and online systems and tools.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

This is a re-advertisement. If you have previously applied, you may still be considered, and there is no need to reapply.

You will find additional information about the job in the [Duty Statement](#).

## Working Conditions

- **Diversity, Equity, and Inclusivity:** A work culture that emphasizes a culture of diversity and inclusivity, offering tangible rewards and recognizing the intrinsic value of varied perspectives and collaboration.
- **Career Growth and Training:** A focus on career growth and training in an effort to engage and retain a diverse talent pool that aligns with the organization's mission and vision.
- **Competitive Rewards:** Employees enjoy world-class benefits packages, attractive salaries, and robust pension plans, reflecting a commitment to employee well-being.
- **Work-Life Balance:** Work-life balance is fostered through measures like telework and adjustable schedules, allowing personal and professional lives to thrive together.
- **Learning and Development:** Emphasizing on continuous learning, DGS offers onsite and virtual Statewide Training programs to ensure that employees remain at the cutting edge of their fields.
- **Generous State Benefits:** Comprehensive health and dental insurance, long-term disability insurance, 11 paid holidays per year, paid time off, defined benefit retirement program, commute program, employee wellness programs, employee assistance programs, and medical/dependent care reimbursement accounts.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [ADMINISTRATIVE LAW JUDGE](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-406570  
**Position #(s):** 306-659-6016-XXX  
**Working Title:**  
**Administrative Law Judge**  
**Classification:**  
 ADMINISTRATIVE LAW JUDGE  
 \$10,280.00 - \$14,180.00

**# of Positions:** 2  
**Work Location:** Alameda County  
**Telework:** Hybrid  
**Job Type:** Permanent, Full Time  
**Work Shift:** 8:00 a.m. - 5:00 p.m.  
**Work Week:** Monday - Friday

## Department Information

The Department of General Services (DGS) serves as the business manager for the state of California and serves the public by providing a variety of services to other state agencies. DGS stands as a beacon of diversity and inclusivity, offering a plethora of benefits to foster a thriving workplace. At DGS, the inclusive workplace culture is more than a mission; it's a celebration of diversity that brings with it tangible rewards. Joining DGS means becoming part of a culture that values and rewards your unique contributions, all while enjoying an extraordinary array of benefits and amenities.

Department Website:

<https://www.dgs.ca.gov/dgs/home.aspx>



## Special Requirements

**APPLICATION PACKAGES ARE SCREENED AND MAY BE DISQUALIFIED IF ANY OF THE REQUIRED APPLICATION PACKAGE DOCUMENTS ARE MISSING, INCOMPLETE AND/OR ILLEGIBLE.**

### **Please note:**

- For applications submitted via mail or drop-off (not applying electronically), write RPA 23679 & 25684 OAH, JC 406570 and indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the "Examinations or Job Title(s)" section of the State Examination/Employment Application (STD. 678).

**\*\*We encourage applicants to apply electronically.\*\***

Required Documents:

All required items should be submitted in order to be considered:

- **State application (STD. 678)**
- **Resume**
- **Writing Sample (no more than one writing sample, and no more than 10 pages).**
- **Individuals who are new to state service must have list eligibility in order to gain employment with any state agency. [Click here to learn more about examinations administered by DGS and examinations available online.](#)**

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 4/24/2024

### Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of General Services  
Attn: Recruitment & Exam Services Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052

### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of General Services  
Recruitment & Exam Services Unit  
Office of Human Resources  
707 3rd Street, Lobby  
West Sacramento, CA 95605  
08:00 AM - 05:00 PM

## Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Other - Writing Sample (no more than one writing sample, and no more than 10 pages).

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Benefits

***There are many benefits to joining our team!*** The State of California has a generous benefits package, some benefits include:

- Medical Benefits, including health, dental, and vision insurance
- Paid Holidays and leave
- Defined benefit retirement program
- Savings Plus Program (401(k), 457)
- Commute Program
- Employee Wellness Program
- Employee Assistance Program
- Medical/Dependent Care Reimbursement Accounts

[Click here to view all the benefits available to state employees!](#)

## Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

**Department Website:** <https://www.dgs.ca.gov/dgs/home.aspx>

### Hiring Unit Contact:

Myla Trinidad  
(279) 799-3906  
[myla.trinidad@dgs.ca.gov](mailto:myla.trinidad@dgs.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

EEO Main line  
(916) 376-5127  
DGSEEO@dgs.ca.gov

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.

## Reporting Location

Office of Administrative Hearings  
1515 Clay Street, Suite 206  
Oakland, CA 94612

Please specify **RPA #23679 & 25684-OAH** and **JC #406570** on your state application.

## 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 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.

It is an objective of the State of California to achieve a drug-free 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.