

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Administrative Law Judge I

POSITION NUMBER:

413-6177-VAR

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

State Hearings Division

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Los Angeles Regional Office

SUPERVISOR'S NAME:

Dora Luna

SUPERVISOR'S CLASS:

Administrative Law Judge II (Supervisor)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

Fingerprint clearance required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

We provide timely, independent and impartial due process hearings and produce timely, legally correct decisions. We maintain the integrity of the state hearing process, provide efficient administration of the state hearing process, communicate with counties, claimants, and others to achieve an efficient and effective state hearing process and identify and influence various issues that arise in the state hearings process that appear inconsistent with existing law or policy.

CONCEPT OF POSITION:

Under the general direction and supervision of the Administrative Law Judge II (ALJ II) Supervisor, Northern Valley Office, the Administrative Law Judge I (ALJ I) is responsible for:

A. RESPONSIBILITIES OF POSITION:

50% Interprets and applies various provisions of federal and state statutes, as well as regulations, in the writing of proposed and final decisions for public assistance programs, such as Covered California, CalWORKs, CalFresh, IHSS, and Medi-Cal, at a rate and quality consistent with the State Hearings Division standards.

45% Conducts quasi-judicial hearings throughout the state, in counties within headquarters' region and other counties as assigned, on public assistance related matters appealed to Covered California, California Department of Social Services or Department of Health Care Services. This includes review of hearing requests, issuance of subpoenas, instruction of participants as to their rights, administration of oaths, questioning of witnesses, acceptance of evidence, and the creation of an orderly and legally sufficient record of the proceedings.

5% Performs other duties as required in support of the SHD Branch.

B. SUPERVISION RECEIVED:

The ALJ I receives direction from and reports directly to the ALJ II Supervisor.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The ALJ I has frequent contact with state, federal, and county government; special interest groups; and recipients of state and federal public assistance programs.

E. ACTIONS AND CONSEQUENCES:

The ALJ I exercises judgment in making proposed and final decisions, and must be able to recognize sensitive or unusual cases. Failure to consistently meet their responsibility could result in punitive actions against the Department. Relationships could also be damaged with claimants, counties, and other parties with a vested interest in the outcome of the decisions.

F. OTHER INFORMATION: