

# EXAMINATION ANNOUNCEMENT

Administrative Law Judge II,  
Department of Insurance  
Statewide - Open  
Salary Range \$8,223 - \$10,247



# CALIFORNIA STATE DEPARTMENT OF Insurance

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.

## How to Apply

**FINAL FILING DATE: November 30, 2015**

Send [application \(form STD 678\)](#) and Statement of Qualifications (SOQ) to:  
**California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Nitika Nitashni**

***DO NOT SUBMIT APPLICATIONS OR SOQ TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)***

Application (form STD 678) and SOQ must be **POSTMARKED** no later than the final filing date. Electronic copies of the application and SOQ will not be accepted. Applications and SOQs postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

## Requirements for Admittance to the Examination

All applicants must meet the educational and/or experience requirements for this examination by **November 30, 2015**.

### MINIMUM QUALIFICATIONS

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 California state service performing the duties of an Administrative Law Judge I, Department of Insurance.

#### Or II

Two years of experience performing the duties of Senior Staff Counsel/Attorney III in the Department of Insurance.

#### Or III

Three years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

## Position Description

The Chief Administrative Law Judge supervises the operation of the Administrative Law Bureau; presides over quasi-judicial hearings involving the interpretation and application of provisions of the Insurance Code, the Administrative Procedure Act and other applicable statutes and regulations; renders proposed and final decisions; directs

	<p>and trains staff; establishes and supervises the hearing calendar, and other related work.</p> <p><b>Positions may be located in Sacramento, San Francisco, and Los Angeles.</b></p>
<p><b>Special Personal Characteristics</b></p>	<p>Willingness to travel, tact, judicial temperament, creative, organized, and flexible.</p>
<p><b>Additional Desirable Characteristics</b></p>	<p>One year of experience presiding over and/or representing parties in administrative hearings.</p>
<p><b>Examination Information</b></p>	<p style="text-align: center;"><b>STATEMENT OF QUALIFICATIONS (SOQ) – WEIGHTED 100 %</b></p> <p>This examination will consist of a Statement of Qualifications evaluation. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the <b>Desirable Qualifications</b> and qualifies them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing.</p> <p>Interested candidates must submit:</p> <ul style="list-style-type: none"> <li>• A completed Standard State Application (Form 678)</li> <li>• A Statement of Qualifications             <ul style="list-style-type: none"> <li>○ The <b>Desirable Qualifications</b> (listed below numbers 1-5) must be addressed and numbered in the same order as is listed on this bulletin</li> <li>○ Must be typed in Arial font, size 12</li> <li>○ No more than five pages total in length</li> </ul> </li> </ul> <p>The SOQ will be the only basis for your final score and rank on the eligible list. A minimum rating of 70% must be attained to obtain list eligibility. <b>Résumés will not be accepted in place of the required SOQ. Candidates who do not submit a SOQ with their application will be eliminated from this examination.</b></p> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience and knowledge of effectively and efficiently conducting quasi-judicial proceedings in the capacity of an Administrative Law Judge.</li> <li>2. Demonstrated experience in preparing well written and reasoned proposed decisions, orders, and rulings.</li> <li>3. Demonstrated ability to effectively communicate with and plan, direct, train, and supervise Administrative Law Judges and administrative staff.</li> <li>4. Demonstrated ability to maintain composure and offer helpful suggestions even in very difficult situations.</li> <li>5. Demonstrated ability to work effectively and collaboratively with individuals within and outside the organization.</li> </ol>
<p><b>Examination Scope</b></p>	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Principles and techniques of supervision and training.</li> <li>2. Principles and theories of administrative law and the judicial review of administrative actions.</li> </ol>

3. Principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives.
4. Court decisions interpreting the powers of administrative boards and agencies.
5. Conduct of hearing proceedings and the provisions of the Administrative Procedure Act.
6. Rules of evidence governing such procedure and the laws relating to serving notices, and issuing subpoenas.
7. Legal principles and their application.
8. Legal research.
9. Legal terms and forms in common use.
10. Law governing the California Department of Insurance, the law administered by it, and the judicial interpretation of such laws.
11. The rules and regulations of the California Department of Insurance.
12. Basic principles of insurance accounting and underwriting and the operation of the insurance industry.
13. Terminology used in the insurance industry and rate fixing procedures;
14. Department's Equal Employment Opportunity Program objectives.
15. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet its' objectives.

**Ability to:**

1. Plan and direct the work of the bureau and supervise staff.
2. Train staff in the operation of the bureau.
3. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
4. Analyze, appraise, and apply legal principles, evidence, and precedents to legal issues.
5. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts.
6. Perform legal research.
7. Maintain a fair and impartial attitude of mind without bias or prejudice.
8. Speak and write effectively.
9. Establish and maintain cooperative relations with those contacted in the course of work.
10. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**Eligible List Information**

A departmental open list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs for the service and conditions of the list warrant a change in this period.

**Career Credits** are not granted in this examination.

Effective January 1, 2014, **Veterans' Preference** will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

## **GENERAL INFORMATION**

**The California Department of Insurance** 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.

**For an examination without a written feature**, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at the California Department of Insurance offices, the California Department of Human Resources (CalHR), local offices of the Employment Development Department, and on the internet at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on this announcement, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 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 this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in 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 of records and personal history and fingerprinting may be required.

California Relay (Telephone) Service for the Deaf of Hearing impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 492-3300

Release Date: 11/13/15  
NN/MA

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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.

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