



## Administrative Law Judge I, Department of Insurance

**EXAM CODE:** 8IN03  
**EXAM TYPE:** OPEN STATEWIDE  
**LOCATIONS:** SAN FRANCISCO  
**SALARY INFORMATION:** \$8,638 – 10,865  
**CLASS/SCHEM CODE:** 6134/OX32  
**RELEASE DATE:** March 21, 2018  
**FINAL FILING DATE:** May 16, 2018

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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 the 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.

### POSITION DESCRIPTION

**Do not miss this rare opportunity to join California's premier Administrative Hearing Bureau!** The Administrative Hearing Bureau is looking for an exceptional individual to join its collegial group. Department of Insurance ALJs preside over complex civil litigation with a nationwide impact, shaping the insurance industry and beyond. CDI ALJs routinely tackle unique fact patterns and matters of first impression, and their decisions motivate other jurisdictions to action. Applicants must complete this examination in order to be considered for AHB employment.

Presides over quasi-judicial hearings in connection with insurance rates; controls the course of the hearings, secures reasonable expedition and orderly conduct throughout; administers oaths; instructs participants at hearings as to their rights; questions witnesses; rules on the relevancy or admissibility of evidence as provided by law; issues subpoenas for the attendance of witnesses or the production of necessary books, papers, documents, or other evidence; receives and reviews evidence in written form; examines testimony; prepares final proposed decisions from the record containing findings of fact, conclusions of law and proposed actions; forwards necessary information to the proper parties when appeals are carried to higher authorities; confers with superior officers and officials on matters of policy, procedure, and interpretation and submits recommendations.



Positions are located in San Francisco.

## WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by Final Filing Date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

## MINIMUM QUALIFICATIONS

Admission to practice law in California for at least five years immediately preceding application for appointment; **AND**

### Either Pattern I

Two years of experience as an attorney serving on the staff of the Department of Insurance in a class with a level of responsibility not less than that of Staff Counsel, Range D.

### Or Pattern II

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

### Or Pattern III

Five years of experience in the practice of law\*, which shall have included at least two 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.**

## EXAMINATION INFORMATION

### STATEMENT OF QUALIFICATIONS (SOQ) – WEIGHTED 100%

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 **Desirable Qualifications** 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.

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. **Résumés will not be accepted in place of the required SOQ. Candidates who do not submit a SOQ (with a completed and signed Affirmation form) along with their application will be eliminated from this examination.**

### Desirable Qualifications:

1. Demonstrated ability to research, interpret, and apply various provisions of federal and state statutes, regulations, and case law pertaining to administrative law.
2. Demonstrated ability to make accurate summaries of evidence; prepare appropriate findings and conclusions of law; and make recommendations based on such facts.



3. Knowledge of evidentiary principles and their application, conduct of hearing proceedings, and the provisions of the Administrative Procedure Act.

## ELIGIBLE LIST INFORMATION

An open eligible list will be established for the California Department of Insurance. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **12 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**Career Credits** will not be 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.

## SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

## KNOWLEDGE, SKILLS, & ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

### Knowledge of:

1. Knowledge of law governing the Department of Insurance, the law administered by it, and the judicial interpretation of such laws.
2. Knowledge of the rules and regulations of the Department of Insurance.
3. Knowledge of basic principles of insurance accounting and underwriting and the operation of the insurance industry.
4. Knowledge of terminology used in the insurance industry and rate fixing procedures.
5. Knowledge of legal principles and their application; conduct of hearing proceedings and the provisions of the Administrative Procedure Act.
6. Knowledge of rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas.
7. Knowledge of legal research.
8. Knowledge of court decisions interpreting the powers of administrative boards and agencies.
9. Knowledge of principles and theories of administrative law and the judicial review of administrative actions.
10. Knowledge of principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives.
11. Knowledge of legal terms and forms in common use.

### Ability to:

1. Ability to perform legal research.
2. Ability to analyze, appraise, and apply legal principles, evidence, and precedents to legal issues.
3. Ability to make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts.



4. Ability to conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
5. Ability to maintain a fair and impartial attitude of mind without bias or prejudice.
6. Ability to speak and write effectively.
7. Ability to establish and maintain cooperative relations with those contacted in the course of work.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel, tact, judicial temperament, creative, organized and flexible

## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- [Statement of Qualifications \(with a completed and signed Affirmation\)](#)
- Copy of qualifying designations (if applicable to meeting minimum qualifications)

**Send completed application package to:  
California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Susan Murphy**

### ***FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTATION LISTED ABOVE MAY RESULT IN DISQUALIFICATION FROM THIS EXAMINATION***

Applications must be **POSTMARKED** no later than the final file date. Do not submit applications to the California Department of Human Resources (CalHR). Electronic copies of the application will not be accepted. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes provided by the United States Postal Service (USPS) are not considered “postmarks” and as such are not acceptable proof of date of submission of an application.

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**EXAM ANALYST:** Susan Murphy  
**PHONE NUMBER:** 916-492-3303  
**EMAIL ADDRESS:** [CDISelectionsAndRecruitmentUnit@Insurance.ca.gov](mailto:CDISelectionsAndRecruitmentUnit@Insurance.ca.gov)



## 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.

**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, he/she will be rescheduled upon written request.

**Applications are available** at the California Department of Insurance offices, California Department of Human Resources, 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 the reverse, 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.

**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. Ordinarily, oral 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, 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.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, 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. The California Department of Human Resources has information on how to apply for Veterans' Preference on their website at <http://www.jobs.ca.gov/> and on the Application for Veterans' Preference form <http://jobs.ca.gov/PDF/SPB1093.pdf>. Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>

**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 Department of Insurance  
Human Resources Management Division  
Selections & Recruitment Unit  
300 Capitol Mall, 13th Floor  
Sacramento, CA 95814  
916-492-3254

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.