



## ADMINISTRATIVE LAW JUDGE I, BOARD OF PAROLE HEARINGS

## ADMINISTRATIVE LAW JUDGE II, BOARD OF PAROLE HEARINGS

Final Filing Date: Continuous

### OPEN

#### AN EQUAL EMPLOYMENT 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.

#### EXAMINATION BASE

DEPARTMENTAL FOR:  
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

#### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

**NOTE:** Candidates may test for this classification once in a 6-month period. Candidates, who participated in the previous examination administration within the last 6 months regardless of the final examination results, cannot participate in this examination administration.

#### HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

**By mail to:**  
Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 322-2545

**or** **In person at:**  
Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, 101N  
(916) 322-2545

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the street address listed above.

Qualifications Assessments for **Administrative Law Judge I, Board of Parole Hearings, and/or Administrative Law Judge II, Board of Parole Hearings** are available at the CDCR website at [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Open/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

#### APPLICATION DEADLINE/ REQUIREMENTS

Applications will be accepted on a continuous basis and applicants will be tested as needed.

#### TEST DATE

Candidates must complete and return the **Administrative Law Judge I, Board of Parole Hearings and/or Administrative Law Judge II, Board of Parole Hearings** Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

#### SALARY RANGE(S)

As of: August 4, 2017

**ADMINISTRATIVE LAW JUDGE I, BOARD OF PAROLE HEARINGS**  
\$8,638 - \$10,865

**ADMINISTRATIVE LAW JUDGE II, BOARD OF PAROLE HEARINGS**  
\$9,066 - \$11,409

#### MINIMUM QUALIFICATIONS

##### **ADMINISTRATIVE LAW JUDGE I, BOARD OF PAROLE HEARINGS**

Membership in the State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible to be appointed.) **and**

**Experience:** Five years of experience in the practice of law[\*], which shall have included at least two years of experience in the conduct of judicial or quasi-judicial hearings, formal hearings, administrative hearings or inquiries.

##### **ADMINISTRATIVE LAW JUDGE II, BOARD OF PAROLE HEARINGS**

Membership in The State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible to be appointed.) **and**

##### **Either I**

One year of experience performing the duties of an Administrative Law Judge I, Board of Parole Hearings.

**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

**Or II**

**Experience:** Five years of experience in the practice of law[\*], which shall have included at least three years of experience in the conduct of judicial or quasi-judicial hearings, formal hearings, administrative hearings or inquiries in the capacity of presiding officer.

[\*] "Practice of law" is defined as only that legal experience acquired after admission to The State Bar of California.

**Applicants must show their State Bar of California membership number and expiration date on their Examination Application (Std. Form 678).**

**Special Personal Characteristics:** Demonstrated understanding of policies of the Board of Parole Hearings and the Department of Corrections and Rehabilitation; willingness to travel throughout the State; willingness to work long hours; tact, high moral standards, patience, and emotional stability.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION  
PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**ADMINISTRATIVE LAW JUDGE I, BOARD OF PAROLE HEARINGS**

**A. Knowledge of:**

1. Purposes, activities, and responsibilities of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.
2. Laws and court decisions pertaining to the functions of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.
3. Principles, techniques, and trends in administrative due process of law.
4. Functions and procedures of the court system of the State of California and law enforcement agencies as related to criminals.

**B. Ability to:**

1. Identify, investigate, and report on problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation as they relate to the Board of Parole Hearing.
2. Apply legal principles, evidence, and precedents to legal matters.
3. Make accurate summaries of evidence and prepare recommendations or render decisions.
4. Interpret and apply laws and court decisions pertaining to the functions of the Board of Parole Hearings and the Department of Corrections and Rehabilitation and the rules of the Board of Parole Hearings and Department of Corrections and Rehabilitation.
5. Evaluate sociological, psychological, psychiatric, and vocational findings and recommendations.
6. Extract from case records pertinent facts and data and present them in a clear, concise manner.
7. Conduct fair and impartial hearings and prepare appropriate findings.
8. Establish and maintain cooperative working relationships with private and community agencies, officials, and staff members.
9. Analyze situations and take effective action.
10. Gather, record, and evaluate pertinent and meaningful statistics and reports.
11. Communicate effectively.

**ADMINISTRATIVE LAW JUDGE II, BOARD OF PAROLE HEARINGS**

**A. Knowledge of:**

1. Purposes, activities, and responsibilities of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.
2. Legal principles and their application; procedures of Board hearings; the rules of evidence; laws and court decisions pertaining to the functions of the Board and the Department of Corrections and Rehabilitation.
3. Rules of evidence governing procedures and the laws relating to serving notices, administering oaths, issuing subpoenas and warrants.
4. Principles, techniques, and trends in administrative due process of law.
5. Functions and procedures of the court system of the State of California and law enforcement agencies as related to criminals principles and objectives of effective personnel management.
6. Principles and techniques of effective supervision and training the Board's equal employment opportunity objectives.
7. Manager's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**EXAMINATION PLAN (CONTINUED)**

**B. Ability to:**

1. Identify, investigate, and report on problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation as they relate to the Board.
2. Analyze, appraise, and apply legal principles.
3. Interpret and apply laws and court decisions pertaining to the functions of the Board and the Department of Corrections and Rehabilitation and the rules of the Board and the Department of Corrections and Rehabilitation.
4. Evaluate sociological, psychological, psychiatric, and vocational findings and recommendations.
5. Extract from case records pertinent facts and data and present them in a clear, concise manner.
6. Conduct fair and impartial hearings and prepare appropriate findings.
7. Provide assistance and guidance to other Administrative Law Judges on complex or sensitive cases.
8. Direct the activities of other Administrative Law Judges responsible for conducting hearings and performing other duties.
9. Review and evaluate hearing decisions made by other Administrative Law Judges.
10. Establish and maintain cooperative working relationships with private and community agencies, officials, and staff members.
11. Analyze situations and take effective action.
12. Gather, record, and evaluate pertinent and meaningful statistics and reports.
13. Speak and write effectively.
14. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The Job Analysis for the Administrative Law Judge I, Board of Parole Hearings and Administrative Law Judge II, Board of Parole Hearings is available from the CDCR website at: [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Analysis/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html).

**ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period

**POSITION DESCRIPTION AND LOCATION(S)**

An **Administrative Law Judge I, Board of Parole Hearings**, conducts quasi-judicial hearings, including hearings for parole consideration, medical, administrative, and youth offender parole suitability hearings as provided under the Administrative Procedures Act and other applicable statutes; to serve as a panel member and render decisions; to conduct certification, placement, annual review, and re-hospitalization hearings for mentally disordered offenders; conduct administrative paper review and to do other related work.

An **Administrative Law Judge II, Board of Parole Hearings**, has complete responsibility to supervise and provide guidance to other Administrative Law Judges that conduct quasi-judicial hearings; to assist the Chief Deputy in special assignments; to participate in the development, implementation and evaluation of Board policy related to the hearings programs; to preside over hearings and render decisions; as assigned, in the headquarters office, to function as assistant to the Chief Deputy; conduct administrative paper review and to do other related work.

Positions exist with CDCR Statewide.

**SPECIAL TESTING ARRANGEMENTS**

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

**VETERANS' PREFERENCE/ CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications are available at** CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <https://jobs.ca.gov/pdf/std678.pdf>.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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 Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at [www.calvet.ca.gov/veteran-services-benefits/employment](http://www.calvet.ca.gov/veteran-services-benefits/employment).

**The Department of Corrections and Rehabilitation** 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**Eligible Lists:** Eligible lists established by a 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.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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**GENERAL INFORMATION (CONTINUED)**

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**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.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545**  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**