



ADMINISTRATIVE LAW JUDGE 1, BOARD OF PAROLE HEARINGS ADMINISTRATIVE LAW JUDGE 2, BOARD OF PAROLE HEARINGS

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 6CEAH
Final Filing Date: Continuous

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 of 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.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:

Administrative Law Judge 1, Board of Parole Hearings
\$9,231.00 - \$11,611.00 per month

Administrative Law Judge 2, Board of Parole Hearings
\$9,688.00 - \$12,191.00 per month

View the [classification specification](#) for the Administrative Law Judge 1, Board of Parole Hearings classification.

View the [classification specification](#) for the Administrative Law Judge 2, Board of Parole Hearings classification.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for six (6) months.

HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** Qualifications Assessment

By mail to:

**Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 211S**

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, excluding holidays, on or before the cut-off date to the same street address listed above.

Qualifications Assessments for Administrative Law Judge 1, Board of Parole Hearings and Administrative Law Judge 2, Board of Parole Hearings are available from the CDCR website at: [Administrative Law Judge 1, Board of Parole Hearings](#) and [Administrative Law Judge 2, Board of Parole Hearings](#) or in person at the street address listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of

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U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

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

If you meet the entrance requirements for Administrative Law Judge 1, Board of Parole Hearings and Administrative Law Judge 2, Board of Parole Hearings, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

Candidates must complete and return the Administrative Law Judge 1, Board of Parole Hearings and/or Administrative Law Judge 2, Board of Parole Hearings Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

TEST DATE

Applications will be accepted on a continuous basis.

Cut-off dates for processing will be:

August 3, 2020	November 2, 2020	February 1, 2021	May 3, 2021
September 1, 2020	December 1, 2020	March 1, 2021	June 1, 2021
October 1, 2020	January 4, 2021	April 1, 2021	July 1, 2021

Note: Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

MINIMUM QUALIFICATIONS

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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 2, 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 1

One year of experience performing the duties of an Administrative Law Judge 1, Board of Parole Hearings.

Or 2

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. 678).

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

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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.

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.

POSITION DESCRIPTION AND LOCATION(S)

An Administrative Law Judge 1, 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 2, 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 statewide with CDCR.

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 70.00% 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:

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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.

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 2, BOARD OF PAROLE HEARINGS

Knowledge of:

1. Purposes, activities, and responsibilities of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.

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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.

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 identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Administrative Law Judge 1, Board of Parole Hearings and Administrative Law Judge 2, Board of Parole Hearings is available on the CDCR website at: [CDCR Job Analysis](#)

ELIGIBLE LIST INFORMATION

The resulting eligible list(s) 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. For each classification listed above, a separate eligible list will be established.

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.

DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 at [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

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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 change. Such revision will be in accordance with civil service laws and rules and all applicants 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.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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, investigation may be made of employment records and personal history.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 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 the bulletin.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
EXAMINATION SERVICES UNIT**

1515 S STREET, SACRAMENTO, CA 95811

EMAIL: ExamHelpDesk@cdcr.ca.gov

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

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