

State of California
AGRICULTURAL LABOR RELATIONS BOARD
J O B O P P O R T U N I T Y A N N O U N C E M E N T

DATE: **October 26, 2015**

POSITION: **HEARING OFFICER II, LIMITED TERM**
 Position # 013-110-6121-503

SALARY: **\$8,223.00 - \$10,247.00**

LOCATION: **ALRB SACRAMENTO HEADQUARTERS; OFFICE OF THE EXECUTIVE**
 SECRETARY (EXEMPT)

MINIMUM QUALIFICATIONS: Admission to practice law in any state in the United States or the District of Columbia for at least five years immediately preceding application for appointment and either:

One year of experience performing the duties of a Hearing Officer I, Agricultural Labor Relations Board.

OR

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

2. Two years of labor relations work performing one or a combination of the following:

 (a) Negotiation and preparation of labor agreements or

 (b) Conciliation, mediation, or arbitration of labor disputes or

3. Two years of work with the Agricultural Labor Relations Board involving the investigation and trial preparation of unfair labor practice prosecutions; investigation, research and preparation of Agricultural Labor Relations Board Decisions; or the administrative screening and processing of representation and unfair labor practice cases. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

OR

Five years of experience in the practice of law (experience in the "practice of law" is defined as only that legal experience acquired after admission to the Bar), which shall have included at least three years of labor-related experience which shall have included the presentation of evidence and examination of witnesses before a trial court or quasi-judicial administrative body.

WHO MAY APPLY: Applicants with current Hearing Officer II list eligibility or current State employees in a transferable class. Basis of eligibility must be indicated on application. Qualified applicants will be interviewed. Appointment is subject to State Restriction of Appointment (SROA) and Reinstatement provisions.

DUTIES AND RESPONSIBILITIES: The Hearing Officer II, under general direction of the Agricultural Labor Relations Board members and Executive Officer, presides over the agency's hearings which include complex, difficult, and sensitive quasi-judicial hearings involving unfair labor practice charges, representation matters, and other matters under the jurisdiction of the Agricultural Labor Relations Act.

DESIRABLE QUALIFICATIONS: Familiarity with California administrative law, regulations, rules, policies, and procedures; Must have knowledge of: Legal principles and their application; conduct of hearings under the Agricultural Labor Relations Act; rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas; legal research; relevant court and Board decisions interpreting the Agricultural Labor Relations Act; relevant court and Board decisions interpreting the National Labor Relations Act as it relates to the Agricultural Labor Relations Act; court decisions interpreting the powers of administrative law and the judicial review of administrative actions; Must have the ability to: Perform research; analyze, appraise, and apply legal principles, evidence, and precedents to legal problems; make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude of mind without bias or prejudice; speak and write effectively; establish and maintain cooperative relations with those contacted in the course of the work; effectively contribute to the Board's equal opportunity objectives.

FINAL FILING DATE: November 6, 2015 or Until Filled

SEND APPLICATION, COVER LETTER AND RESUME TO:

Attn: Jonathan Bernstein, Personnel Department
Agricultural Labor Relations Board
1325 J Street, Suite 1900
Sacramento, CA 95814

NOTE: No moving or relocation expenses will be paid by the department.

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.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)