

**DUTY STATEMENT**  
**SUPERVISING ADMINISTRATIVE LAW JUDGE**  
**FIELD OPERATIONS BRANCH**

Under general direction, and as assigned by the Executive Director/Chief Administrative Law Judge, the Supervising Administrative Law Judge (ALJ), supervises the judicial staff and are responsible for the operation of a field operation office of the Unemployment Insurance Appeals Board. Incumbents conduct quasi-judicial hearings for specialized cases, such as tax cases, trade disputes, and other distinctive cases.

**ESSENTIAL FUNCTIONS**

<b><u>Percentage</u></b>	<b><u>Function</u></b>
35%	Plans, organizes, coordinates, and supervises the work of the staff assigned to an area office or to the headquarters office of the Unemployment Insurance Appeals Board. Trains personnel and evaluates their performance. Reviews and analyzes appeals and petitions and assigns them to the ALJs for hearing and decision. Assists with administrative and technical matters and assists ALJs with the more difficult problems.
20%	Reviews decisions of the ALJs for conformity with Federal and State laws, established policies of the Board, and precedent cases.
20%	Confers with appellants, respondents, and their representatives, regarding the scheduling of hearings, the granting of continuances, and the issuance of subpoenas. Confers with administrative officers on policy matters and prepares reports and dictates correspondence.
10%	Presides over quasi-judicial hearings and renders final decisions for specialized cases, such as tax cases, trade disputes, and other distinctive cases.
5%	Advises interested parties and the public on appeals procedure; establishes and maintains cooperative relationships with those contacted in the work. Attend periodic meetings.
5%	Travels throughout the state to various meetings to consult with Chief ALJ/Executive Director for planning, forecasting, training needs, etc. Participates in regional and annual training; writes letters and reports.

**NONESSENTIAL FUNCTIONS**

<b><u>Percentage</u></b>	<b><u>Function</u></b>
5%	Performs other duties as assigned.

*I have discussed the duties of the position with my supervisor and have received a copy of the duty statement.*

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<i>EMPLOYEE'S PRINTED NAME</i>	<i>EMPLOYEE'S SIGNATURE</i>	<i>DATE</i>
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*I have discussed the duties of this position with the employee.*

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<i>SUPERVISOR'S PRINTED NAME</i>	<i>SUPERVISOR'S SIGNATURE</i>	<i>DATE</i>
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