

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Administrative Law Judge 3

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### Definition

Supervises Administrative Law Judges who conduct contested case hearings and conducts contested case hearings; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Assesses training needs of staff and develops necessary training plans.

Conducts prehearing conferences, conducts legal research, and rules on motions.

Presides over and conducts contested case appeal hearings in accordance with the Iowa Code, Chapter 17A, involving sensitive matters or possible precedent setting decisions on appeals to ensure compliance with department-enforced state and federal laws and regulations.

Preside over and conduct contested case hearings by: scheduling date, time, and location of hearing; administering oaths; ruling on legal motions; ascertaining pertinent facts by questioning witnesses and reviewing documents; directing the recording of testimony and ruling on objections; assessing evidence to admit or exclude through direct examination, cross examination, and further examination as necessary; and issuing subpoenas to compel attendance of witnesses and production of papers/records.

Prepares written findings of facts and proposed decisions involving administrative determinations based on evaluation of pertinent facts and application of appropriate provisions of law and established precedents.

### Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking – Talking to others to convey information effectively.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem solving and decision-making.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to seven years of full-time quasi-judicial or closely-related work involving either conducting legal investigations to obtain evidence or hearing cases relative to specific organizational programs and rendering decisions or recommending action for the disposition of cases.
- 2) A total of eleven years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience.
- 3) Graduation from an accredited school of law and experience equal to four years of full-time work, either as described in number one, or in the practice of law.
- 4) Current, continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as an Administrative Law Judge 2.

**Notes**

Persons newly employed to preside over contested case proceedings in the Administrative Hearings Division of the Department of Inspections, Appeals, & Licensing must possess a current, active license to practice law in Iowa.

*Effective date: 11/25 SA*