

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Administrative Law Judge Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00790	Administrative Law Judge 1
00791	Administrative Law Judge 2
90789	Administrative Law Judge 2

Series Concept

Classes in this series are involved in presiding over and conducting contested case hearings in accordance with Iowa Code, Chapter 17A. These employees act as impartial judges at contested case hearings between an appellant/claimant or authorized representative and the representative of a State department.

Exclusions

Positions having the responsibility of preparing legal documents, litigation packages, and other materials for use in administrative proceedings and representing the employing department at proceedings are classified at the appropriate level of the Compliance Officer series. These positions also confer and correspond with attorneys and other concerned parties to acquire information on matters where department actions are involved/contested in order to ensure compliance with department enforced state and federal laws and regulations.

Positions that negotiate/conduct informal settlements resulting from citations under motor vehicle laws by interviewing claimants and evaluating information are classified in the Driver's License Hearing Officer class.

Positions that infrequently conduct contested case hearings in accordance with the Iowa Code, Chapter 17A, where the preponderance of duties require that the positions be allocated to a different class.

Class Distinctions

Administrative Law Judge 1

This is the trainee level for the series. Position incumbents spend a minimum of 18 months at this level learning and preparing to be eligible for advancement to the journey level for the series. The position incumbents are learning the appropriate processes and procedures for conducting and/or presiding over contested case hearings. They generally work closely with employees at the second and third levels.

Administrative Law Judge 2 (00791)

Position incumbents at this level are considered to be at the journey level. The position incumbents preside over and/or conduct contested case hearings in accordance with Iowa Code, Chapter 17A. They may provide guidance and assistance to employees at the first level, but do not have the full range of supervisory functions.

Administrative Law Judge Series

Administrative Law Judge 2 (90789)

This class code is used for positions that are exempt from collective bargaining. This class is considered both trainee and journey for positions exempted from bargaining. As such, the class has an extended range that is considered equal to the contract-covered classes.

Effective date: 12/14 KF