

Administrative Law Judge Supervisor (PSA opt 8L)

State of Illinois

69 W Washington St, Chicago, IL 60602

\$5,833 - \$6,834 a month - Full-time

State of Illinois

556 reviews

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Job details

Salary

\$5,833 - \$6,834 a month

Job Type

Full-time

Full Job Description

Agency: Department of Human Services

Posting ID: 10-17-10793

Opening Date: 02/01/2022

Closing Date/Time: 02/15/2022

Salary: Anticipated Salary: \$5,833 - \$6,834 per month

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU:

****A RESUME IS REQUIRED FOR THIS JOB POSTING****

Please attach a **DETAILED Resume/Curriculum Vitae (CV)**, a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the **MY DOCUMENTS** section of your application. Please note that the Department of Human Services must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You **WILL NOT** be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Position Overview

The Office of General Counsel is seeking to hire a dynamic, organized, detail-oriented licensed attorney in Illinois to serve as a Supervising Administrative Law Judge for the Department. The Administrative Law Judge Supervisor will review subordinates' draft Final Administrative Decisions for completeness, accuracy, and consistency with applicable Federal and State regulations, administrative code, and case law as well as Department policy and Bureau guidance and practice. This individual will be responsible for conducting fair and impartial administrative hearings involving appeals filed by clients of Department of Human Services (IDHS) in connection with a variety of State and Federal programs as well as conferring and advising management on policy, legal or administrative problems related to the appeals process. The Supervising Administrative Law Judge will be responsible for the regular evaluations of subordinate Administrative Law Judges, including providing guidance and training, as well as administering counseling and discipline in accordance with applicable Collective Bargaining Agreements.

Job Responsibilities

- Serves as Administrative Law Judge Supervisor.
- Serves as full-line supervisor.
- Conducts fair and impartial administrative hearings involving appeals filed by clients of Department of Human Services (DHS) in connection with a variety of State and Federal programs.
- Confers and advises management on policy, legal or administrative problems related to the appeals process.
- Reviews draft decisions transmitted by other supervisors for consistency with applicable Federal and State regulations, administrative code, and case law as well as Department policy and Bureau guidance and practice.
- Investigates and drafts responses to correspondence about hearings and decisions.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires graduation from a recognized law school.
- Requires the possession of a license to practice law in the State of Illinois.
- Requires three (3) years progressively responsible administrative legal experience for a public or private organization.

Preferred Qualifications

- Three (3) years of professional experience in administrative law, including but not limited to analyzing and researching legal documents and instruments in order to prepare and conduct formal or informal administrative hearings, from initial pleadings and responses, through discovery, hearing, and post-hearing filings.
- Three (3) years of professional experience working with statutes and administrative rules, case law, and other legal literature.
- Three (3) years of professional experience with electronic case management software and the Microsoft Office Suite.
- Two (2) years of professional supervisory experience assigning work and providing guidance to subordinates, recommending counseling and/or discipline following collective bargaining agreements, evaluating staff, training staff, and approving time off.
- Two (2) years of professional supervisory experience reviewing and editing the written legal work product of subordinate staff.
- Two (2) years of professional experience in advising management or clients on policy, legal, or administrative problems related to policies and operating procedures.

Work Hours: Mon - Fri, 8:30am - 5:00pm

Work Location: 69 W Washington St Chicago, IL 60602-3134

Office of General Counsel

Division of Administrative Hearings

Bureau of Hearings

Agency Contact: Alexandria.Puccetti@Illinois.gov

Job Function: Health Services

About the Agency

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

Location

69 W Washington St, Chicago, IL 60602



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Administrative Law Judge III

State of Illinois
Chicago, IL 60601
\$4,124 - \$9,000 a month - Full-time

State of Illinois

 556 reviews

Read what people are saying about working here.

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Job details

Salary

\$4,124 - \$9,000 a month

Job Type

Full-time

Full Job Description

Agency: Illinois Commerce Commission
Closing Date/Time: 5:00 p.m. on 2/8/2022
Salary: \$4,124 to \$9,000 monthly
Job Type: Salaried Full Time
County: Cook
Number of Vacancies: 1
Plan/BU: Merit Compensation Grade 12 position

*****This position is an exempt, merit compensation grade 12 position and is located in our Chicago office. All application documents need to be sent to the contact listed below in our HR office located in Springfield, IL.*****

To apply, submit a cover letter, resume, and writing sample to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701. Questions may be referred to Colette Smith at 217-557-4206 or colette.smith@illinois.gov.

ICC Overview

The ICC is made up of 2 main segments. The Bureau of Public Utilities and The Bureau of Transportation.

Public Utility Services

Through its Bureau of Public Utilities, the Commission oversees the provision of adequate, reliable, efficient and safe utility services at the least possible cost to Illinois citizens served by electric, natural gas, telecommunications, water and sewer public utility companies.

Transportation Services

Through its Bureau of Transportation, the Commission oversees public safety and consumer protection programs with regard to intrastate commercial motor carriers of general freight, household goods movers, relocation towers, safety towers, personal property warehouses and repossession agencies. The Commission's Rail Safety Program also inspects and regulates the general safety of railroad tracks, facilities and equipment in the state.

Job Responsibilities

Handles a variety of cases assigned to the Administrative Law Judges Bureau; prepares for and conducts quasi-judicial hearings involving complex factual and legal issues; analyzes technical issues; holds pre-hearing conferences and conducts hearings, makes written and oral rulings on evidentiary and procedural matters; processes cases, under supervision, in a fair, impartial, professional and expeditious manner; develops and demonstrates qualities of integrity, judicial temperament, thoroughness, and initiative.

1. Prepares clear and comprehensive recommended orders based on the law, the evidence of record, and analysis of briefs and legal memoranda legally sufficient so as to stand the test of judicial review in a timely manner so as to permit the Commission sufficient time in which to come to its decision.

2. Presents recommended orders to the Commission for consideration and decision which requires developing and maintaining requisite knowledge of other disciplines involved in regulation as well as the laws affecting and administered by the Commission, applicable rules and prior decisions.

3. Prepares for hearings by reviewing pleadings, applicable law and administrative rules, prior cases and other documents; sets schedules for pre-hearing conferences, hearings, the filing of briefs and memoranda, interrogation of witnesses, and other matters. Conducts hearings in cases involving generic and rulemaking matters, rates, citations, complaints, certificates, financial arrangements and securities issuances and all other matters required under statutes affecting or administered by the Commission, including federal legislation, the Public Utilities Act and the Illinois Administrative Procedure Act. The process requires the examination of pleadings, analysis of issues, interrogation of witnesses, and ruling on motions and admissibility of evidence.

Knowledge, Skills, and Abilities

Requires a law degree and a license in good standing to practice law in the State of Illinois; requires two years of legal experience as an attorney, with a preference in public utility or regulatory experience. Requires extensive knowledge of the personal computer and its related software programs and applications. Requires exceptional English oral and written communication skills.

Education Degree

Requires a law degree and a license in good standing to practice law in the State of Illinois;

Work Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Work Location: 160 North LaSalle, Chicago, IL 60601

Agency Contact: Colette Smith

Colette.Smith@illinois.gov

217-557-4206

527 E. Capitol Ave. Springfield, IL 62701.

To apply, submit a cover letter, resume, and writing sample to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701. Questions may be referred to Colette Smith at 217-557-4206 or colette.smith@illinois.gov.

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