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Administrative Law Judge Supervisor (PSA Opt 8L)

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome

Reasonable Accommodation Statement

The State of Illinois is committed to working with and providing reasonable accommodations to people with disabilities. Further, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job, interview for a job, or for any other activity related to the hiring process. Examples of reasonable accommodation include, but are not limited to, making a change to the application process (if possible), providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

To be provided a Reasonable Accommodation during the hiring process, you will need to provide a certification of disability from a physician, psychiatrist, school official or an Illinois Department of Human Services (DHS) Division of Rehabilitation Services (DRS) Vocational Rehabilitation (VR) Counselor. Supporting documentation should be uploaded under **My Documents** → **Additional Documents** section for each application.

Any questions on Reasonable Accommodations can be directed to Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524-7514 for further information and to request or discuss an accommodation.

Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

Disclosure of Salary Information

In compliance with the Illinois Equal Pay Act, 820 ILCS 112/1 et seq., the State does not seek, request, or require a job applicant's wage or salary history. Employment decisions are not made based on an applicant's wage or salary history. To that end, please **do not include wage or salary information in your resume or other profile or application materials.**

Date: Jan 23, 2023

Location: Chicago, IL, US, 60602-3134

Job Requisition ID: 21654

Agency: Department of Human Services

Posting ID: 10-17-21654

Opening Date: 01/24/23

Closing Date/Time: 02/06/2023

Salary: Anticipated Salary: \$6,956 - \$7,186 per month

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: Gubernatorial Exclusion 000

******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 in lieu of 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

1. Serves as Administrative Law Judge Supervisor.
2. Serves as full-line supervisor.
3. 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.
4. Confers and advises management on policy, legal or administrative problems related to the appeals process.
5. 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.
6. Investigates and drafts responses to correspondence about hearings and decisions.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

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

Preferred Qualifications (in priority order)

1. 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.
2. Three (3) years of professional experience working with statutes and administrative rules, case law, and other legal literature.
3. Three (3) years of professional experience with electronic case management software and the Microsoft Office Suite.
4. 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.
5. Two (2) years of professional supervisory experience reviewing and editing the written legal work product of subordinate staff.
6. 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 and Rules

Bureau of Hearings

Agency Contact: DHS.HiringUnit@Illinois.gov

Job Family: Administration/Management; Legal and Compliance

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.

As a State of Illinois Employee, you will receive a robust benefit package that includes the following:

- A Pension Program
- Competitive Group Insurance Benefits including Health, Life, Dental and Vision Insurance
- 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 13 Paid Holidays annually, 14 on even numbered years
- Flexible Work Schedules (when available dependent upon position)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- 10 Weeks Paid Maternity/Paternity Leave
- Deferred Compensation Program - A supplemental retirement plan
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)
- Tuition Reimbursement Program and Federal Public Service Loan Forgiveness Program eligibility
- 5% Salary Differential for Bilingual Positions
- Commuter Savings Program (Chicago only)

For more information about our benefits please follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

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