

# ADMINISTRATIVE LAW JUDGE RECRUITMENT PROCESS 2024

- The City Council appoints three to five Administrative Law Judges (ALJ) to hear demotion or discharge appeals for eligible City employees. ALJs serve on a rotating basis. There are currently two Administrative Law Judges, Mr. James E. Urmin, Sr., and Ms. Karen R. Washington.
- Contracts will begin on **January 1, 2025 and run through December 31, 2026**. Ms. Karen Gonzalez is liaison to the Ad Hoc Committee on Judicial Nominations, Judicial Nominating Commission (JNC), City Attorney's Office and Civil Service for this process.
- The JNC **Judge Preston Robinson** and City Attorney **Tammy Palomino** will review and approve the recruitment process that will be used to announce the contract positions for ALJs.
- A discharged or demoted employee may appeal the decision of the City Manager's Office by requesting a hearing before the Civil Service Trial Board (TB) or an Administrative Law Judge within ten working days of receiving notice from the City Manager's Office.
  - Trial Board hearings are free to the employee. The TB panel is made up of three citizen volunteers - one member of the Civil Service Board who serves as Chair of the hearing and two members of the Civil Service Adjunct Panel.
  - Administrative Law Judges are compensated \$400.00 per hearing day. The appealing employee pays half of the cost. The City pays the other half.
- Pending any revisions, a copy of the advertisement will be posted in the Civil Service website. Applications and résumés will be accepted through the Workday Applicant Tracking System. As in the past, letters to community organizations will also be sent to an approved mailing list to solicit interest. Receipt of applications and résumés will close on (TBD).