



SECURITY OFFICER II, DEPARTMENT OF JUSTICE

EXAM CODE:	6JU68
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN
LOCATION(S):	SPOT-SACRAMENTO
BULLETIN RELEASE DATE:	DECEMBER 28 th , 2016
FINAL FILING DATE:	JANUARY 12 th , 2017
SALARY INFORMATION:	\$3,778 - \$4,880*
	<i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
CLASS & SCHEM CODE:	1961 / VC74

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.



FINAL FILING DATE

January 12th, 2017

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of high school.

EITHER I

Experience: One year of experience in the California state service performing the duties of a Security Officer I, Department of Justice.

OR II

Two years of experience performing security-related duties in a supervisory capacity in a local, State or Federal governmental agency.

POSITION DESCRIPTION

This is the working supervisory level in the series. Incumbents supervise a minimum of five Security Officer I, Department of Justice; prepare shift schedules; assign and relieve shift; check periodically on shift coverage; supervise the handling of problem incidents; prepare special incident reports; review and approve reports prepared by Security Officers I, Department of Justice; assist in training Security Officers I, Department of Justice, evaluate their performance and take or recommend appropriate action; make recommendations on changes in security procedures; as necessary, work with Department of Justice management, State Police and local law enforcement personnel; perform other security related functions as required.

DEFINITION OF TERMS

“**Performing the duties of...**” means that you must have been appointed to and working in the classification for the specified amount of time.

“**Equivalent to completion of high school!**” means completion of the Twelfth Grade. This requirement may also be met by the following:

- (1) Passing the California High School Proficiency Test.
- (2) Passing the General Education Development Test (GED) indicating high school graduation level.
- (3) Possession of a degree (Associate of Arts or higher) from an accredited college.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

Qualification Appraisal Panel (QAP) - 80%

The QAP will consist of pre-determined job-related interview questions. Each competitor will be allowed time prior to the Qualification Appraisal Panel (QAP) to complete the Work Sample Writing Exercise and review the QAP questions. A panel of subject matter experts will evaluate each competitor's QAP responses using pre-determined scoring criteria.

Work Sample Writing Exercise – 20%

The Work Sample Writing Exercise will consist of reviewing written documents and editing for accuracy, grammar, spelling, word usage, and punctuation. The Work Sample Writing Exercise will be objectively scored by a testing expert, based on the number of correct responses.

TEST DATE

It is anticipated that the test will be conducted the week of **January 30th, 2017**.

KNOWLEDGE, SKILLS, & ABILITIES

The **Qualification Appraisal Panel (QAP) and Work Sample Writing Exercise** will measure the following:

KNOWLEDGE OF

1. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, to ensure that written materials prepared and reviewed are complete, concise, and free of mechanical errors.
2. The different types of crime, crime elements, and the criminal justice system.
3. The requirements necessary for establishing "reasonable suspicion" and/or "probable cause."
4. Public expectations for officer conduct.
5. Evacuation procedures, alternate routes, sites, and departmental plans.
6. Professional medical response techniques (e.g. first aid, CPR, triage, etc.).
7. Report and citation writing procedures.
8. The various DOJ divisions, programs and units, including their contact information and responsibilities/capabilities.
9. Interrogation and interview techniques.
10. Defensive protocols in distressed responses (e.g. down officer, down vehicle, suspicious objects, threats, etc.).

ABILITY TO

1. Clearly and effectively communicate, both verbally and in writing.
2. Effectively listen to employees, witnesses, victims and/or suspects.
3. Remain calm in emergency or high-stress situations.
4. Multi-task in emergency or high-stress situations, including communication and responsiveness.
5. Conduct oneself in a professional manner.
6. Work independently or under minimal supervision to complete work tasks.
7. Work cooperatively with individuals with a variety of backgrounds and capabilities.
8. Follow directions given by supervisors and managers to ensure accurate work task completion.
9. Direct officers and support staff to ensure adequate coverage and accurate work task completion.
10. Clearly and effectively record observations and/or statements.
11. Determine the appropriate verbal or physical response based upon the individual's behavior, body language, tone, verbal responses, etc.
12. Comprehend job-documents (e.g. reports, memos, manuals, administrative bulletins, etc.).
13. Pacify situations that may include frustrated, angry and/or emotionally disturbed individuals.
14. Assess potential threats (e.g. suspicious objects, pattern recognition of vehicle routes, attack indicators, etc.).



15. Manage time effectively.
16. Recognize and identify the general features of authorized and unauthorized personnel (e.g. former employees, vendors, visitors, etc.), and their identification.
17. Provide accurate directions to a variety individuals.
18. Manage multiple tasks simultaneously on a consistent basis (i.e. maintain surveillance of facility entry while monitoring video surveillance and communicating with employees).
19. Maintain a rapport with allied organizations and agencies (e.g. CHP, Sac PD, Sac City Fire, etc.).
20. Monitor officer and support staff workload and timely completion of work tasks.
21. Review routine reports for accuracy and completeness.
22. Differentiate between unattended and suspicious objects.

ADDITIONAL EXAMINATIONS

BACKGROUND INFORMATION:

Pursuant to Government Code 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation. Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice. Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

Any applicant for a State civil service examination for a peace officer class who discloses, or whose background investigation reveals, use of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday and prior to his or her twenty third birthday, shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 5 years have elapsed from the date of the disclosed or revealed use.

If any such disclosed or revealed use occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

MEDICAL EXAMINATION:

Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

DRUG TESTING REQUIREMENT:

Applicants for positions in this class series are required to pass a drug screening test.



SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

Willingness to work at night and/or overtime; report for duty at any time emergencies may arise; firmness and tact; alertness; and neat personal appearance.

PHYSICAL CHARACTERISTICS:

Good health, sound physical condition, strength, endurance, and agility; normal hearing; normal vision function and visual acuity of not less than 20/70 in each eye without correction and 20/30 in each eye with correction; normal color vision, color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; body weight in normal proportion to height.

DISQUALIFIERS

FELONY CONVICTION DISQUALIFICATION:

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

FIREARMS CONVICTION DISQUALIFICATION:

Incumbents in this class conduct civil, criminal, or narcotic investigation and enforcement activities for the Department of Justice. Incumbents are assigned to a team and may work independently or as a lead-person coordinating the work of other law enforcement personnel. Incumbents may be assigned to provide training and technical assistance to law enforcement personnel.

ADDITIONAL DISQUALIFICATIONS:

In addition, use of "hard drugs" (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations.

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits **do not** apply for this examination.



FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SECURITY OFFICER II EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SECURITY OFFICER II EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-324-5039
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-324-5039

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE
SECURITY OFFICER II OPEN EXAM
SPOT-SACRAMENTO

CONDITIONS OF EMPLOYMENT
FORM 631

IDENTIFICATION # _____
(Human Resource Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT:

Please Check Your Choice(s):

- (D) Permanent – full time only.
- (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
- (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814