State *of* California
Department *of* Justice

Office *of the* Attorney General

Examination Bulletin

P.O. BOX 944255
Sacramento, CA 94244-2550

SPECIAL AGENT IN-CHARGE

EXAM CODE:	*6JU26*
EXAM TYPE:	*DEPARTMENTAL – PROMOTIONAL*
LOCATION(S):	*STATEWIDE*
BULLETIN RELEASE DATE:	*TUESDAY, MAY 17TH, 2016*
FINAL FILING DATE:	*TUESDAY, MAY 31ST, 2016*
SALARY INFORMATION:	*$7,705 - $9,626** ***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.***
CLASS & SCHEM CODE:	*8523/VG50*

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.

WHO CAN APPLY

Persons who meet the minimum qualifications by the announced final filing date of **May 31ST, 2016**. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR

2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR

3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

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.

ELIGIBLE LIST INFORMATION

A departmental promotional 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

May 31ST, 2016

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

EITHER I

One year of experience in the California state service performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.

OR II

Experience: Five years of increasingly responsible experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotic law enforcement work, at least two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.)

AND

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

DEFINITION OF TERMS

The words **"duties in a class equivalent in level…"** means the applicant must have State service experience of appropriate type and length in a class at the same level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

POSITION DESCRIPTION

Incumbents in this class function as either (1) the manager responsible for planning, organizing, and directing the law enforcement programs in a designated geographical area of the State or a statewide enforcement program; or (2) the manager of multiple specialized, investigative, enforcement, or training programs or projects in the Department of Justice.

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:

PERFORMANCE BASED EXERCISE – 20 %

Competitors will be required to complete a performance exercise that simulates a writing task performed on the job. A panel of subject matter experts will evaluate the competitor's response to the question(s) using a pre-determined scoring criteria.

QUALIFICATION APPRAISAL PANEL INTERVIEW (QAP) – 80%

The QAP will consist of pre-determined job-related questions. Each competitor will be allowed time prior to the interview to review the questions. The QAP will evaluate the competitor's response to each question using pre-determined scoring criteria.

Upon successful completion of the exam, candidates will receive a final score based on their performance in both the performance based exercise and the QAP. In order to obtain a position on the eligible list, a minimum overall exam rating of 70% must be attained.

TEST DATE

It is anticipated that the test will be conducted the weeks of **July 4th** and **July 11th**. Testing locations will be determined based on the applicant pool.

KNOWLEDGE, SKILLS & ABILITIES

The **PERFORMANCE BASED EXERCISE** and **QAP** will measure the following:

KNOWLEDGE OF

1. Officer safety policies and procedures.
2. Department of Justice administrative policies and procedures (e.g., Anti-Nepotism policy, Discrimination, Harassment and Retaliation policies, complaint processes, etc.)
3. The Department of Justice organizational structure (e.g., divisions, programs, and units).
4. Federal, state, county and city regulations regarding lawful investigations (e.g., arrest, search and seizure, etc.).
5. Policies and procedures for investigating unsafe environments.
6. Warrant execution, including timeframes, points of contact, and limitations.

SKILL IN

1. Attention to detail.
2. Working effectively as a part of a team

ABILITY TO

1. Adapt to changes in organizational structure, department policies, procedures, etc.
2. Maintain administrative documentation (e.g., timesheets, leave requests, travel claims, etc.)

3. Follow administrative procedures to ensure accurate work completion.
4. To communicate effectively verbally and in writing.
5. Effectively write various documents during an investigation (e.g., warrants, court reports, investigative reports, etc.)
6. Work cooperatively with a variety of individuals from a range of backgrounds (e.g., Deputy Attorney Generals, management, informants, etc.)
7. Actively listen to employees, witnesses, victims, and/or suspects to obtain information.
8. Read and understand job relevant materials and documents (e.g., reports, memos, bulletins, etc.)
9. Manage multiple tasks simultaneously
10. Make reasonable decisions in high stress or emergency situations.
11. Effectively lead a team of agents to complete an investigation.
12. Assess employee strengths and development needs.
13. Direct support staff to ensure accurate work task completion.

ADDITIONAL EXAMINATIONS

BACKGROUND INFORMATION:

Pursuant to Government Code Section 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.

PERSONAL CHARACTERISTICS:

No illegal involvement in controlled substances as an adult; willingness to work through-out the State and at unusual hours; work under stress and adverse conditions; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas and distraction devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid California driver's license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

PHYSICAL CHARACTERISTICS:

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; and weight proportionate to height.

ADDITIONAL CHARACTERISTICS:

Possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

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.

Veterans' preference **does not** apply for this examination.

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)
- Official school transcripts(if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*
- Criminal Record Supplemental Questionnaire

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SPECIAL AGENT IN-CHARGE EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SPECIAL AGENT IN-CHARGE 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.

STATE OF CALIFORNIA – STATE PERSONNEL BOARD

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(REV. 02/2012)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE BACK PAGE

Applicant Identification Number (Easy ID)

FIRST 3 LETTERS OF LAST NAME AT BIRTH ☐☐☐ MONTH OF BIRTH ☐☐ DAY OF BIRTH ☐☐ LAST 4 DIGITS OF SOCIAL SECURITY NUMBER ☐☐☐☐

Applicants Name (last)	(First)	(M.I.)	Easy ID

Mailing Address (Number)	(Street)	E-mail Address	Work Telephone Number

(City)	(County)	(State)	(Zip Code)	Home Telephone Number

Exam Title(s) for which you are applying:

Answer the following Questions:

1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? ..... ☐ **YES** ☐ **NO**

2. Have you ever been convicted by any court of a felony? ..... ☐ **YES** ☐ **NO**

Explanations

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.

Applicant's Signature	Date Signed

STATE OF CALIFORNIA – STATE PERSONNEL BOARD

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(REV. 02/2012)

INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

Applicant Identification Number (Easy ID) – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

Easy ID – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. If you are unable to determine your Easy ID, please leave it blank.

Exam for which you are applying – Fill in the title(s) of the examination for which you are applying as it is listed on the Examination Bulletin.

Questions 1 & 2 – Answer these questions only if required on the Examination Bulletin.

Explanations – Use this section to explain the details of any response that requires additional information. Be through and attach additional sheet(s) if necessary.

Signature – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

NOTE: Your completed Criminal Record Supplemental Questionnaire and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at **www.spb.ca.gov**.

DEPARTMENT OF JUSTICE
SPECIAL AGENT IN-CHARGE
DEPARTMENTAL PROMOTIONAL
STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #:_____
(Personnel 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.

Note: The location of offices may vary depending on the hiring Department.

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PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

Please Check Your Choice(s):

- ☐ **(5) Anywhere in the State**
- ☐ **(1000) Fresno**
- ☐ **(1900) Los Angeles (L.A. or West Covina)**
- ☐ **(3300) Riverside**
- ☐ **(3400) Sacramento**
- ☐ **(3800) San Diego**

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

Please Check Your Choice(s):

- ___ **(D) Permanent - full time <u>only</u>.**
- ___ **(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