



## Training Officer I

<b>EXAM CODE:</b>	6JUAF
<b>DEPARTMENT(S):</b>	DEPARTMENT OF JUSTICE
<b>EXAM TYPE:</b>	PROMOTIONAL – CONTINUOUS
<b>LOCATION(S):</b>	STATEWIDE
<b>SALARY INFORMATION:</b>	\$4,600 - \$5,758
	<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>
<b>CLASS &amp; SCHEM CODE:</b>	5197 / LC30

### 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 cut-off date located on the Examinations Page of the OAG website ([oag.ca.gov](http://oag.ca.gov)). Applicants must have a permanent civil service appointment with the Department of Justice as of the cut-off 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.



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## CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year, however, the packets will only be processed during the current administration period. Generally, this examination is administered **annually**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **twelve (12) months** from the established list date.

## 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.

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **twelve (12) months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## CUT-OFF DATE

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations Page of the OAG website ([oag.ca.gov](http://oag.ca.gov)). Applications must also have an original signature.

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).**

## MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

### EITHER I

One year of experience in the California state service performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had an assignment in California state service planning, organizing, conducting and evaluating employee training programs in a variety of subjects.)

### OR II

Experience: three years of experience in planning, organizing, conducting, and evaluating employee training programs covering a variety of subjects. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.)

### AND

Education: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)



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## POSITION DESCRIPTION

Under general direction, either (1) in a small department to plan, organize, and conduct training programs of average complexity; or (2) in a large department, to organize, develop, coordinate, and conduct a major segment of a complex training program. Training Officer I positions perform the more responsible, varied and difficult training work and are assigned full journeyperson responsibilities requiring independence of action. Positions in this class may act as lead-person.

## DEFINITION OF TERMS

The words “**performing the duties of ...**” mean that you must have been appointed to and working in the classification for the specified amount of time.

The words “**equivalent to graduation from college**” means possession of a bachelor’s degree from an accredited or approved four-year academic institution.

The words “**candidates who are within six months of satisfying the experience requirement**” mean that you are allowed early entry to the examination process, but must complete the experience before you can be appointed.

## 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:

### **TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%**

This exam will evaluate your previous job-related experience, education and training and will be scored using standard rating criteria.

## KNOWLEDGE, SKILLS, & ABILITIES

The **Training and Experience Questionnaire** will measure the following:

### **KNOWLEDGE OF**

1. The structure and content of the English language.
2. Principles and methods of adult learning, training, coaching, and group facilitation and leadership.
3. Equipment and software programs used for presentations, database and spreadsheets, and word processing.
4. Administrative procedures and systems.
5. Trends in training, and methods for content development, training delivery and effectiveness.
6. Differences in individual technical skill levels
7. Principles and methods for effective customer service.



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### ABILITY TO

1. Read, write, and speak effectively to convey information to others.
2. Work effectively as a member of a team and with other training professionals.
3. Complete all tasks in a detailed manner, and organize and maintain large amounts of files, projects, materials, etc.
4. Effectively a variety of questions from learners, students, or other individuals.
5. Recognize problems, develop solutions, and adopt an effective course of action.
6. Effectively work with difficult or uncooperative individuals.
7. Lead a group of individuals with diverse backgrounds and varying skill levels.
8. Evaluate training programs, and implement changes as necessary.
9. Adapt to changing priorities, technology, and procedures.

### SKILL IN

1. Accurately maintain one's own schedule, and manage one's time and the time of others.
2. Communicating effectively and professionally in writing and verbally.
3. Actively listen, instruct, and engage students, and use diplomacy effectively.
4. Developing and evaluating potential solutions to problems.
5. Using Microsoft word, Powerpoint, outlook, excel, and adobe acrobat to train individuals with a variety of skill levels.
6. Using the appropriate instructional methods for the situation.
7. Understanding the implications of new information on current and future training.
8. Conducting research, and planning training activities.

### VETERANS' PREFERENCE

Veterans' preference does not apply for this examination

### CAREER CREDITS

Career credits do not apply for this examination.



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## 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 cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

### MAILING ADDRESS:

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

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: TRAINING OFFICER I EXAMINATION  
1300 "I" STREET, SUITE 740  
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:

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



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## 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](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://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 12<sup>th</sup> 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  
TRAINING OFFICER I FORM 631  
CONTINUOUS - PROMOTIONAL - SACRAMENTO

CONDITIONS OF EMPLOYMENT

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. 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, AND  
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