



## FIELD REPRESENTATIVE, DEPARTMENT OF JUSTICE

EXAM CODE:	2JUAA
DEPARTMENT(S)	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN – CONTINUOUS
LOCATION(S):	STATEWIDE
BULLETIN RELEASE DATE:	FRIDAY, APRIL 15, 2022
BULLETIN CUT-OFF DATE:	FRIDAY MAY 6, 2022
SALARY INFORMATION:	\$5,710 - \$7,098* <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:	8519 / VD61

### 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.

### 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 **quarterly**, 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 **6 months** from the established list date.

### 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 cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

### 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 #10 on the "examination application." You will be notified in writing to determine what assistance can be provided.



## ELIGIBLE LIST INFORMATION

A departmental open 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 test date. Competitors' eligibility will expire **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

**FRIDAY, MAY 6, 2022**

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date located on this bulletin. Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the cut-off date. If your application does not have a postmark and arrives after the cut-off date, your application will not be accepted into the examination and will be held for the next administration period. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the cut-off date.

**APPLICATIONS POSTMARKED, PERSONALLY DELIVERED, OR ELECTRONICALLY SUBMITTED AFTER THE CUT-OFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).**

## MINIMUM QUALIFICATIONS

### EITHER I

One year of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist III\*. Or

Two years of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist II\*\*.

### OR II

Experience: Four years of increasingly responsible experience performing criminal justice-related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of a Criminal Identification Specialist III\* or at least two years performing duties comparable in level of responsibility to those of a Criminal Identification Specialist II\*\*.) and

Education: Equivalent to completion of two years of college.

*\*Please note: This classification has been reclassified to Crime Analyst II.*

*\*\*Please note: This classification has been reclassified to Crime Analyst I, Range B.*



## DEFINITION OF TERMS

**“...experience in the California Department of Justice...”** is defined as experience in a class with a level of responsibility equivalent to the classifications listed and must be obtained in the California Department of Justice.

**“...performing duties in a class with a level of responsibility equivalent to...”** is defined as the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level or responsibility as the class specified.

**“...criminal justice-related duties...”** is defined as performing duties, such as obtaining, analyzing, and/or disseminating criminal justice information; analyzing criminal justice-related legislation, law enforcement program support (e.g., liaison between Law Enforcement Agencies (LEA), use of LEA databases and programs); or other closely related duties.

**“Equivalent to completion of two years of college”** is defined as having equivalent to completion of 60 semester units or 90 quarter units from an accredited college or university.

## POSITION DESCRIPTION

Under direction, to independently perform field liaison work between the Department of Justice and various local, State and Federal agencies concerning services provided by the Division of Law Enforcement; to provide training to criminal justice personnel in the use of these services; and to do other related work.

Positions exist in Fresno, Los Angeles, Riverside, Sacramento, and Shasta counties.

## EXAMINATION INFORMATION

This exam will consist of the following:

### TRAINING AND EXPERIENCE QUESTIONNAIRE - 100%

The Training and Experience questionnaire consists of job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of job-related knowledge, skills, and abilities. The exam will be scored using objective, point-based scoring criteria. The exam will be conducted online through a third-party testing platform utilized by the Department of Justice.

The Training and Experience Questionnaire will be administered online typically via a personal computer. Notices to Appear for the exam will be mailed to the address listed on the application. The link for the online Training and Experience Questionnaire will be sent the morning of the exam to the email address listed on your application. If you require reasonable accommodation for the exam, please check the box for question #10 on the STD 678 “Standard Application” submitted as part of your application package. You will then be notified in writing to determine next steps and what assistance can be provided.

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination.

## TEST DATE

It is anticipated that the test will be conducted online during the week of **June 27, 2022**. Prior to the test administration, applicants will receive a notice in the mail stating the test date and timeframe. Additionally, a web link to the online examination will be emailed. Therefore, please ensure accurate physical and email addresses are listed on the application.



## KNOWLEDGE, SKILLS, & ABILITIES

The Training and Experience Questionnaire will measure the following:

### KNOWLEDGE OF:

1. Training techniques used to train criminal justice agencies, applicant/regulatory agencies, or licensees, in program information and data reporting procedures, requirements, statutes, and regulations.
2. Data reporting procedures, requirements, statutes, and regulations in order to identify problems and develop solutions.
3. Auditing techniques to verify compliance with various local, state, and federal statutes and regulations.
4. Techniques, procedures, and terminology used in criminal investigations to assist law enforcement agencies.
5. The Automated Criminal History System, manual criminal history files, Criminal Offender Record Information regulations, applicant fingerprint process, and practices and policies of California Law Enforcement Telecommunication System/Law Enforcement Agencies WEB.

### ABILITY TO:

1. Collect, research, evaluate, and analyze assigned areas of program operation to increase the accuracy of data.
2. Perform audits, which includes review, evaluate and monitor local, State and Federal agencies to ensure compliance with State and Federal statutes, policies, and procedures.
3. Present reports or information to department management, the public, or local, state, and federal criminal justice agencies, applicant/regulatory agencies, or licensees.
4. Present information and ideas concisely and effectively, both orally and in writing.
5. Make recommendations to the project manager on the impact of legislation, policy and regulatory changes.

### SKILL IN:

1. Developing, writing, or updating desktop manuals, procedures, and/or other publications designed to improve the knowledge base for program support and/or law enforcement agencies.
2. Analyzing information to ensure departmental/program needs are appropriately addressed.
3. Developing analytical or statistical reports to provide status reports (e.g., training needs assessments, audit concerns).

## SPECIAL CHARACTERISTICS

### PERSONAL CHARACTERISTICS:

Demonstrated ability to act independently; flexibility; tact.

## 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.



## APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>

## 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: FIELD REPRESENTATIVE, DOJ EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: FIELD REPRESENTATIVE, DOJ EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
SACRAMENTO, CA 95814

## EMAIL SUBMISSION:

SUBJECT LINE: FIELD REPRESENTATIVE, DOJ EXAMINATION

EMAIL ADDRESS: [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)

## DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- 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:** 916-210-6021  
**FAX NUMBER:** 916-445-1218  
**EMAIL ADDRESS:** [TSU@DOJ.CA.GOV](mailto: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, 916-210-6021, 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  
916-210-6021

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  
FIELD REPRESENTATIVE, DOJ  
DEPARTMENTAL OPEN - 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.

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

- \_\_\_ Fresno (1000)
- \_\_\_ Los Angeles (1900)
- \_\_\_ Riverside (3300)
- \_\_\_ Sacramento (3400)
- \_\_\_ Shasta (4500)

\*\*\*\*\*  
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