

CRIME PREVENTION SPECIALIST

DEPARTMENTAL PROMOTIONAL STATEWIDE



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR 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.

FINAL FILING DATE **September 8, 2008-** Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed, or received via interoffice mail **after** the final filing date will not be accepted for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final file 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.

HOW TO APPLY Examination Application Form (STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 - "Examination and/or Employment Application". You will be contacted to make specific arrangements.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION 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.

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SALARY RANGE

Range A: \$4400-\$5348

Range B: \$4833-\$5874

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.

Range A: This range shall apply to incumbents who do not meet the criteria for payment at Range B.

Range B: This range shall apply to incumbents who have satisfactorily completed either:

1. One year of experience as a Crime Prevention Specialist, Range A; **Or**
2. Equivalent to graduation from college and either: (a) four years of experience as a peace officer performing duties related to crime prevention programs or community relations, at least one year of which must have been working in an assignment directly affiliated with the Department of Justice's Crime Prevention Program at a level of responsibility equivalent to Crime Prevention Specialist, Range A; or (b) four years of experience at the journey level of responsibility performing research, evaluation, program staff work in the research and development of crime prevention programs, at least one year of which must have been working in an assignment directly affiliated with the Department of Justice's Crime Prevention Program at a level of responsibility equivalent to Crime Prevention Specialist, Range A.

PLEASE NOTE: THE CRIME PREVENTION SPECIALIST POSITION IS A NON-SWORN POSITION.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from college.

Either I

Experience: Three years as a peace officer performing duties related to crime prevention programs or community relations. (Additional qualifying experience may be substituted for a maximum of two years of the required education on a year-for-year basis.)

Or II

Experience: Three years of experience at the journey level of responsibility performing research, evaluation, or program staff work in the research and development of crime prevention programs. (Graduate education in criminology, sociology, police science or the social services may be substituted for up to one year of the required experience on a year-for-year basis.)

DEFINITION OF TERMS

Peace Officer- Sections 830.1, 830.2 or 830.3 of the California Penal Code.

Crime Prevention and/or Community Relations Experience – Experience gained in a law enforcement agency, community, school or government setting.

"Equivalent to graduation from college"- satisfaction of the requirements for a bachelor's degree from an accredited college.

POSITION DESCRIPTION

Crime Prevention Specialists provide statewide coordination, leadership and outreach in developing, implementing and managing a wide range of crime and violence prevention programs and activities for use by state and local law enforcement agencies, schools, local government agencies, businesses, community-based organizations and interested individuals. The program areas include, but are not limited to, drug and alcohol abuse prevention, youth gang violence prevention; child abuse prevention, domestic violence prevention, school safety, hate crime prevention, and elder abuse prevention. Incumbents work closely with a wide variety of state and local public officials, government representatives, school and community leaders, and individual citizens to analyze complex crime problems, research effective strategies, develop multi-disciplinary solutions, and recommend policies.

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POSITION DESCRIPTION (Continued)

Incumbents also perform a variety of outreach activities, which includes establishing partnerships with other state and local agencies and organizations; providing training and technical assistance; developing and marketing multi-media public awareness and educational materials, videos, and campaigns; facilitating meetings of advisory groups or task forces made up of various experts throughout the state; designing and organizing conferences; making presentations to public agencies and community organizations, and representing the Attorney General and the Department of Justice on committees or task forces. Incumbents also develop program budget and legislative proposals; analyze legislation to determine its impact, prepares research papers; and responds to inquires from the public.

Positions exist with the Department of Justice in Sacramento.

EXAMINATION INFORMATION

This examination will consist of an evaluation of each candidate's experience and education compared to a standard developed from the Crime Prevention Specialist, DOJ specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List **ALL** experience relevant to the "Minimum Qualifications" shown on the examination bulletin, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Current trends in crime prevention including the latest research on what works and what does not.
2. The types of crime that are occurring in the community including their extent and severity.
3. Important issues that can affect the communication and collaboration between law enforcement agencies, community organizations and members of the public.
4. The organizations and functions of various Local, State and Federal law enforcement agencies.

Ability to:

1. Work effectively, inspiring confidence, with representatives from Local, State and Federal law enforcement, community organizations and members of the general public in order to design and implement effective crime prevention programs.
2. Analyze complex information and situations in order to determine the most appropriate course of action.
3. Deliver formal presentations on crime prevention strategies and programs to individuals from diverse backgrounds and who possess varying levels of crime prevention expertise.
4. Independently manage projects on a day-to-day basis with minimal supervision.
5. Write professional documents (e.g., brochures, reports, memos, legislative proposals, Contracts, etc.), in English, at a level appropriate to a given audience.

NOTE: If conditions warrant, the examination plan may be changed to a Qualifications Appraisal Panel or other exam technique as deemed appropriate. If this occurs all candidates will be notified in writing.

VETERANS PREFERENCE/ CAREER CREDITS

Veterans Preference Credits or Career Credits **will not** be granted in this examination.

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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, (916) 324-5039, TDD (916) 952-8396 three days prior to the written 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 the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.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: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform 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.

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.

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
TESTING AND SELECTION UNIT
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SACRAMENTO, CA 94244-2550
(916) 324-5039.