

**SPECIAL AGENT SUPERVISOR
DEPARTMENT OF JUSTICE**

**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 **APRIL 3, 2009** - 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 Applicants who meet the minimum qualifications by the date of the Written Essay Test as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the Written Essay Test 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 department promotional examinations in the new department.

HOW TO APPLY Applications (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, 1st Floor Lobby
Sacramento, CA 95814

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

EXAMINATION DATE Anticipated date for the Written Essay Test: **Week of May 11, 2009.**

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that Qualifications Appraisal Interviews will be held in **June 2009.**

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.

SALARY RANGE **\$5925 – \$8069**
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.

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.

Positions exist in statewide only with the Department of Justice.

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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the date of the Written Essay Test. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM
QUALIFICATIONS**

Either I

Experience: Two years of experience in the California state service performing duties of the class of Special Agent, Department of Justice, Range C.

Or II

Experience: Three years 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, Department of Justice, Range C.

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.)

Or III

Experience: Five years of 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, including or supplemented by one year of supervisory experience. (Experience in the California state service applied toward this requirement must include at least three years performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent, Department of Justice, Range C.)

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 year-for-year basis.)

Or IV

Experience: Four years of 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 narcotics law enforcement work, including or supplemented by one year of supervisory experience. (Experience in the California state service applied toward this requirement must include at least three years performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent, Department of Justice, Range C.)

and

Education: Equivalent to graduation from college.

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 they will be considered eligible for appointment.

DEFINITION OF TERMS

“Duties comparable in level of responsibility” – the applicant must have State civil service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.

“Equivalent to graduation from college” - satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college)

**CITIZENSHIP
REQUIREMENT**

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

FELONY 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.
FIREARM CONVICTION DISQUALIFICATION	Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.
FIREARMS REQUIREMENT	Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.
BACKGROUND INVESTIGATION	Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.
MEDICAL REQUIREMENT	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.
PSYCHOLOGICAL REQUIREMENT	Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications.
TRAINING REQUIREMENT	Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in these classifications.
POSITION DESCRIPTION	<p>Incumbents in this class function (1) as a working supervisor directing a team of three or more agents or other law enforcement personnel; or (2) as the highest journey level agent assigned the most difficult and complex cases with broad discretion and independence of action; or (3) in a staff assignment, to coordinate the efforts of 5-10 individuals assigned to a specialized statewide law enforcement program outside normal investigation operations.</p> <p>Incumbents can work closely with other law enforcement agencies to coordinate respective investigation efforts. Incumbents may provide high level technical assistance and training in the investigation and enforcement activities.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Written Essay Test.</p> <p>The written essay test will measure the following:</p> <ol style="list-style-type: none">1. Knowledge of the structure of the English language including the meaning and spelling of words, rules of composition, and grammar.2. Skill to communicate effectively in writing in a courteous, professional manner with a variety of individuals, taking into the consideration the needs of the audience.

WRITTEN ESSAY TEST - WEIGHTED 30%

In addition, candidates will be scheduled to appear for a Qualifications Appraisal Interview (QAP) which will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained on the examination.

**EXAMINATION
INFORMATION
(Continued)**

The QAP will measure the following:

Knowledge of:

1. Civil, criminal, and narcotic investigation techniques.
2. Laws, codes, court procedures, precedents, regulations, orders, and agency rules/policies.
3. DOJ safety procedures, regulations, and equipment.
4. Business and organizational planning.
5. Equal Employment Opportunity laws.
6. Role of DOJ and its divisions, bureaus, and units.
7. MOU and labor relations process.
8. Units and individuals within various units of DOJ.
9. Investigative leads.
10. Partnering agencies (DHS, fire departments, etc.)
11. Cultural and ethnic principles, values, etc.
12. How operations are tracked within DOJ.
13. Office management procedures.

Ability to:

1. Multi-task
2. Monitor
3. Assess triage
4. Manage resources
5. Manage personnel
6. Implement planning
7. Organize information

QUALIFICATIONS APPRAISAL INTERVIEWS - WEIGHTED 70%

The Qualified Appraisal Panel and Subject Matter Experts will score each oral interview and written essay test using a predetermined criteria resulting in one combined score based on each competitor's performance.

**VETERANS
PREFERENCE
CREDITS/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) 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 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 provisions 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