

SPECIAL ASSISTANT INSPECTOR GENERAL

STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL

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**OPEN EXAMINATION - STATEWIDE
CONTINUOUS FILING**

NO LONGER PEACEOFFICER STATUS

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC ORIENTATION..

IT IS AN 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

Testing is considered continuous and dates can be set quarterly. The testing office will accept applications continuously and will test applicants as needed. Once you have taken the examination, you may not retest for one year.

WHO MAY APPLY

Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Resume's alone will not be accepted. Applications (STD 678) will be accepted on a continuous basis. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to:

**OFFICE OF THE INSPECTOR GENERAL
ATTN: LINDA JAIMES
10111 Old Placerville Rd., Suite #110
SACRAMENTO, CA 95827**

DO NOT MAIL APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box in the application. You will be contacted to determine what assistance can be provided.

SALARY RANGES

**Special Assistant Inspector General
Salary Range: \$9,316- \$11,965 per month**

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION

Applicants must meet the experience/education requirements by the examination date. Your signature on your application indicates that you have read, understood and possess the qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: All application/resumes must include the "Date" they were admitted "to the Bar" and also include "to and "from" dates (month/day/year) of employment, the time base and civil service class titles (if applicable).

**MINIMUM
QUALIFICATIONS**

SPECIAL ASSISTANT INSPECTOR GENERAL

All applicants must possess active membership in the California State Bar in order to be considered eligible for appointment.

Either I

Two years of experience in the California state service performing duties comparable in level to those of a Staff Counsel III (Specialist) or (Supervisor). (Applicants who have completed one year and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted to the examination, but must complete two years of such experience before they will be considered eligible for appointment.)

Or II

Broad and extensive experience (eight or more years acquired after admission to the Bar) in the practice of law, at least two years of which must have been performing duties equivalent in level of responsibility to that of a Staff Counsel III (Specialist) or (Supervisor) in the California state service. (Applicants who have completed seven years and six months of the required experience will be admitted to the examination, but must complete eight years of such experience before they will be considered eligible for appointment.)

**SPECIAL PERSONAL
CHARACTERISTICS**

This position requires incumbent to travel long distances by vehicle or by air: to remain away from home for extended periods of time; to work within a penal institution setting; to work long hours outside of the normal business day; and to remain on-call for 24 hour periods, including on weekends.

**POSITION
DESCRIPTIONS**

A **Special Assistant Inspector General**, Under general direction, incumbents perform a full range of independent monitoring activities related to investigations conducted by the CDCR. Incumbents monitor investigations of CDCR activities and staff members and provide technical assistance to the hiring authority and law enforcement agencies in the conduct of investigations, prosecutions, and disciplinary proceedings; conduct authorized reviews of CDCR policies, practices, and procedures; prepare reports; and conduct special studies as requested. In the conduct of these duties, incumbents interpret and apply laws, court decisions, and other legal authorities; monitor the preparation of and prepare case memoranda, digests, summaries, and reports; monitor the seizure and evaluation of evidence; attend witness interviews; perform legal research; discuss with CDCR management and investigative and legal staff legal issues arising from internal affairs investigations, and the legal effects of rules, regulations, proposed legislation, statutory law, court decisions, and administrative actions; monitor, assess, and offer recommendations in settlement conferences; and evaluate the weight of evidence.

Positions may exist in the following locations: Northern Region (Sacramento), Central Region (Bakersfield); and Southern Region (Rancho Cucamonga).

NOTE: No Longer Peace Officer Status

**EXAMINATION
INFORMATION**

Examination will consist of a Qualifications Appraisal Panel Interview (QAP). The QAP will be the sole component for the Special Assistant Inspector General examination. To obtain a position on the eligible list, a minimum rating of 70.00% must be received.

Qualifications Appraisal Panel Interview – Weighted 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the QAP process may measure the following competencies:

A. Knowledge of:

1. Rules of evidence.
2. Constitutional rights related to laws of arrest, search, and seizure, and service of legal process.
3. Investigative strategies and techniques, including use of warrants, interrogations, surveillance, evidence preservations and gathering, crime scene processing, forensics, and interviewing.
4. Internal investigations, including administrative and criminal investigations.
5. Public Safety Officers Procedural Bill of Rights Act.
6. Public employment law.
7. Computer programs and software related to word processing, database management, and email communications.
8. Interrogation laws and techniques.
9. Criminal law and procedures.
10. Peace officer training and techniques, including proper tactics regarding legal use of force.
11. Organizational structure and functions within CDCR.
12. State and Federal civil rights laws and due process.
13. Use of administrative and prosecutorial immunity.
14. Organizational structure and functions of the California State Government.

B. Ability to:

1. Maintain confidentiality of official matters and preserve protected legal relationships and privileges.
2. Consider the facts of a case in a fair and unbiased manner.
3. Communicate effectively with a variety of persons contacted in the course of the work.
4. Conduct and review complex and sensitive investigations, both criminal and administrative.
5. Demonstrate initiative.
6. Develop cooperative working relationships with correctional employees, union representatives, employee relations officers, prison administration, Vertical Advocates, and investigators.
7. Prepare reports in a clear and concise manner.
8. Work independently.
9. Evaluate evidence.
10. Persuasively articulate arguments and/or conclusions based on sound logic and relevant facts.
11. Manage an extensive workload.
12. Critically analyze complex regulations and policies.
13. Work with a small team of special assistant inspectors general and deputy inspectors general with differing backgrounds and expertise.
14. Maintain management systems to ensure the quality and timeliness of work operations.

**VETERANS'
PREFERENCE**

Veterans' Preference will not be granted in this examination since it does not qualify as an entrance examination under Government Code Section 18973.5(a).

CAREER CREDITS

Career Credits will not be granted in this examination.

(Continued on Reverse Side.)

GENERAL INFORMATION

The Office of the Inspector General 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 law and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Office of the Inspector General, at (916) 255-1102, for an examination without a written feature, **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 www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Ordinarily, oral presentations are scheduled in Sacramento, Bakersfield, and Rancho Cucamonga. However, locations may be limited or extended as conditions warrant.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency 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 efforts toward self-development.

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) multidepartmental promotional, 4) servicewide 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 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 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 finger printing may be required.

OFFICE OF THE INSPECTOR GENERAL ☎ **HUMAN RESOURCES** ☎ Telephone (916) 255-1102
10111 Old Placerville Rd #110 ☎ Sacramento, CA 95827

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
1-800-735-2929 (From TDD Phone) ☎ 1-800-735-2922 (From Voice Phone)

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.