

# SPECIAL ASSISTANT INSPECTOR GENERAL

## XF10 6039

\$10,453 - \$13,425 per month  
[View the classification specification](#)

**EXAM CODE:** 5IG01

**EXAM TYPE:** Open, Statewide

**LOCATIONS:** Sacramento, Bakersfield, Rancho Cucamonga

**FINAL FILING DATE:** Continuous

### POSITION DESCRIPTION

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).

### HOW TO APPLY

Applications are available upon request or [online](#). Applications may only be filed in person, by postal or courier mail, or by e-mail. **An original signature on the application is required when submitting an application in person or by postal or courier mail. A signature is required when submitting an application by e-mail.** Résumés alone will not be accepted. Applications will be accepted on a continuous basis and processed for examinations with the following scheduled cut-off dates:

**January 2, 2021** (for February examination dates)

**February 2, 2021** (for March examination dates)

**April 7, 2021** (for May examination dates)

**May 4, 2021** (for June examination dates)

**August 3, 2021** (for September examination dates)

**November 2, 2021** (for December examination dates)

Applications submitted in person or by mail must be postmarked by the applicable cut-off date. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed. Applications submitted via e-mail must be received by 11:59 p.m. of the cut-off date.

PHYSICAL AND

MAILING ADDRESS: **The Office of the Inspector General  
Attention: Exam Unit – 5IG01  
10111 Old Placerville Road, Suite 110  
Sacramento, CA 95827**



E-MAIL ADDRESS: [Jobs@oig.ca.gov](mailto:Jobs@oig.ca.gov)

TELEPHONE: (916) 255-1102

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

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

## WHO SHOULD 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.

## 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.

## TAKING THE EXAMINATION

Examinations will be offered in Sacramento, Bakersfield, and Rancho Cucamonga. The specific dates and locations are as follows:

**February 2, 2021: Sacramento**  
**February 4, 2021: Bakersfield**  
**February 5, 2021: Rancho Cucamonga**

**March 16, 2021: Sacramento**  
**March 18, 2021: Bakersfield**  
**March 19, 2021: Rancho Cucamonga**

**May 4, 2021: Sacramento**  
**May 6, 2021: Bakersfield**  
**May 7, 2021: Rancho Cucamonga**

**June 15, 2021: Sacramento**  
**June 17, 2021: Bakersfield**  
**June 18, 2021: Rancho Cucamonga**

**September 14, 2021: Sacramento**  
**September 16, 2021: Bakersfield**  
**September 17, 2021: Rancho Cucamonga**

**December 14, 2021: Sacramento**  
**December 16, 2021: Bakersfield**  
**December 17, 2021: Rancho Cucamonga**

## 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% must be received.

**Qualifications Appraisal Panel Interview – Weighted 100%**



## 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 APPLICATIONS/RÉSUMÉS MUST INCLUDE THE “DATE” APPLICANTS 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

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.

## 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:

### **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.

**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 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.

**ELIGIBLE LIST INFORMATION**

A departmental eligible list will be established for the Office of the Inspector General. The names of successful competitors will be merged on the list in order of final scores, regardless of 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.

**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.

**GENERAL INFORMATION**

**The Office of the Inspector General** reserves the right to revise this 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 if you do not receive a notice of oral interview **three weeks after the final filing date**.

**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.

**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.

**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 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 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.

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT OF 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 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.

