



## SPECIAL INVESTIGATOR ASSISTANT

Class Code: 8611 - Exam Code: 6FA30

Opening Date:	07/22/16
Closing Date:	08/12/16
Type of Examination:	Departmental Open
Salary:	\$3077.00 – \$3602.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Statewide

### EQUAL EMPLOYMENT OPPORTUNITY

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.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. 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.

### WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

### HOW TO APPLY

Submit a Standard State Application (STD. form 678) to the address indicated below no later than the **Final Filing Date, Friday, August 12, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <http://jobs.ca.gov/Profile/StateApplication>.
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**

**HOW TO APPLY, CONTINUED**

- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY**

**By mail/In person:** California Department of Food and Agriculture  
Examination Unit, Attn: **Suzanne Conrad**  
1220 N Street, Room 242  
Sacramento, CA 95814  
(916) 403-6579

**By e-mail:** [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov)

**NOTE:** Facsimile (FAX) applications will not be accepted under any circumstances.

**FINAL FILE DATE**

Final Filing Date: **Friday, August 12, 2016.**

**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 applications.**

All applications must be received by the **Final Filing Date, Friday, August 12, 2016.** Mailed applications must be **POSTMARKED** no later than the Final Filing Date. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

**TEST DATE**

It is anticipated that the examination will be sometime in September or October 2016.

**TESTING METHOD**

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

**REQUIRED IDENTIFICATION**

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**ELIGIBLE LIST INFORMATION**

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible 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 applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS**

**NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.**

Education: Equivalent to completion of two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science. (Students who have completed at least 30 semester units of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units before they can be considered eligible for appointment.)

**AGE REQUIREMENT**

Minimum age for appointment: 21 years.

**POSITION DESCRIPTION**

Under close supervision to assist with the more routine phases of licensing and enforcement investigations; to assist in locating and interviewing witnesses and persons suspected of violations; to assist in obtaining and presenting facts and evidence to support administrative action or prosecution; to participate in training in order to learn the work of the department to which assigned; and to do other related work.

**EXAMINATION INFORMATION**

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) 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 competitors will be notified.

**KNOWLEDGE, SKILLS AND ABILITIES**

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

**KNOWLEDGE OF:**

1. Investigation techniques and procedures
2. Rules of evidence and court procedures
3. Laws of arrest, search and seizure
4. Legal rights of citizens
5. Service of legal process

**ABILITY TO:**

1. Interpret and apply laws and regulations to specific situations
2. Gather and analyze facts and evidence
3. Reason logically, draw valid conclusions, and make appropriate recommendations
4. Communicate effectively at a level required for successful job performance
5. Prepare written documents and accurate detailed investigation reports clearly and concisely
6. Follow written and oral instructions
7. Participate effectively in investigations and interviews
8. Establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others

**SPECIAL PERSONAL CHARACTERISTICS**

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

**CAREER CREDITS**

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

**CONTACT INFORMATION**

If you have any questions regarding this announcement, please contact:  
The California Department of Food and Agriculture, Examination Unit  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Suzanne Conrad at (916) 403-6579 or [suzanne.conrad@cdfa.ca.gov](mailto:suzanne.conrad@cdfa.ca.gov)

**GENERAL INFORMATION**

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment 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 requirements does not assure a place on the eligible list. Your performance in the examination 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.

**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. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**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 (1) to four (4) years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.