

DEPUTY INSPECTOR GENERAL, SENIOR

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STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL



OPEN

STATEWIDE

FINAL FILING DATE: July 31, 2018

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.

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.

WHO SHOULD APPLY

This is an OPEN STATEWIDE examination for the Office of the Inspector General. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications (STD 678) must be POSTMARKED no later than the final filing date of **July 31, 2018**. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to:

**OFFICE OF THE INSPECTOR GENERAL
ATTN: MARVIN A. NORIEL
10111 OLD PLACERVILLE RD, SUITE 110
SACRAMENTO, CA 95827**

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 "State Examination Application" (Form Std. 678). You will be notified in writing to determine what assistance can be provided.

SALARY RANGES

Salary Range: \$8,522.00 - \$10,714.00 per month

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement. Your signature on your application indicates that you have read, understood and possess the basic qualifications required.

NOTE: All application and attached resumes must include the "Date" they received a Bachelor of Arts or Bachelor of Science Degree from an accredited college/university and also include "to and "from" dates (month/day/year) of employment, the time base and civil service class titles (if applicable).

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.

**MINIMUM
QUALIFICATIONS**

Education: Possession of a Bachelor's Degree from an accredited college or university.

**and
Either I**

Experience: One year of experience in the California state service performing the duties of a Deputy Inspector General, Range C. (Applicants who have completed six months of the required experience will be admitted to the examination, but must complete one year of such experience before they will be considered eligible for appointment.)

Or II

Experience: Seven years of professional experience or equivalent military service performing increasingly responsible civil, criminal, and/or administrative investigative duties. (This experience should have included at least two years with primary responsibility reviewing background information; collecting and analyzing documents; preparing reports of findings; conducting reviews; preservation of evidence, making recommendations; monitoring investigations; attending hearings; and working with law enforcement agencies.) Experience in the California state service applied toward this pattern must include one year in a class with a level of responsibility equivalent to a Deputy Inspector General, Range C. (Possession of a Master's Degree may be substituted for one year of the required experience.)

Proof of Education: Applicants must provide a copy of their diploma, official/unofficial transcript from an accredited U.S. college or university with their examination application. If an applicant is not able to provide proof of education from a recognized institution at the time of hire, their name may be removed from the eligible list(s).

**SPECIAL
PERSONAL
CHARACTERISTICS**

No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally-included persons and environments in performance of duties; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; exercise good judgment; and demonstrate good work habits.

All positions require incumbents 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.

Background Investigation: Persons shall be required to undergo a background investigation prior to appointment. Persons who have previously undergone an Office of the Inspector General background investigation may be required to undergo an additional background investigation.

**POSITION
DESCRIPTIONS**

The Deputy Inspector General, Senior, is a full supervisory level responsible for planning, organizing, and directing independent reviews and inspections. The areas of review and inspection responsibility are sufficiently large, complex, and sensitive as to require assisting Deputy Inspectors General. These positions are distinguished from the Deputy Inspector General level based upon the span of control, level, and classification of subordinates, program complexity, and responsibility. The Deputy Inspector General, Senior may also be assigned responsibility for overseeing the operations of a regional office.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

SCOPE

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

A. Knowledge of:

1. Knowledge of purposes, activities, rules, and regulations of the Office of Inspector General
2. Knowledge of provisions of the California Penal Code, Evidence Code, and Government Code
3. Knowledge of principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods
4. Knowledge of policies and procedures of California Department of Corrections and Rehabilitation
5. Knowledge of administrative and/or criminal and personnel investigation techniques and procedures
6. Knowledge of interview and information gathering processes and procedures
7. Knowledge of principles, procedures, and recent trends in corrections and parole work
8. Knowledge of individual's constitutional rights including those relating to laws of arrest, search and seizure, and use of force
9. Knowledge of the process of search and seizure and the service of legal process
10. Knowledge of techniques for securing, preserving, and handling evidence and the rules of evidence and court procedures
11. Knowledge of principles, practices, and techniques in rehabilitating antisocial persons
12. Knowledge of tactical operations applied by correctional peace officers
13. Knowledge of techniques for training officers in the use of force against inmates and parolees, including principles of officer safety
14. Knowledge of individual safety precautions for working in a correctional setting
15. Knowledge of principles and methods of correctional administration
16. Knowledge of principles and techniques of personnel management and supervision
17. Knowledge of a supervisor's role in equal employment opportunity and the prevention of discrimination and harassment in the workplace
18. Knowledge of applicable collective bargaining memorandum of understanding and related issues
19. Knowledge of California State and Department policies and procedures
20. Knowledge of disciplinary guidelines and personnel rules

B. Ability to:

1. Ability to gather, analyze, evaluate and prepare facts and evidence
 2. Ability to develop techniques, methods, and skills and apply applicable laws required to conduct criminal and administrative reviews
 3. Ability to develop techniques, methods, and skills and apply these in monitoring various activities performed by CDCR
 4. Ability to establish and maintain cooperative relations with the department law enforcement agencies and other stakeholders
 5. Ability to prepare and present well-organized, accurate, timely, clear, and concise written reports
 6. Ability to communicate effectively
 7. Ability to analyze information accurately and draw logical conclusions
 8. Ability to operate a motor vehicle safely and effectively
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9. Ability to plan and conduct medical inspections, background investigations and monitoring operations specific to use of force, critical incidents, warden vetting and reviews of CDCR's compliance to policy
 10. Ability to plan, direct, and conduct the more difficult and complex audits and/or criminal and personnel investigations
 11. Ability to plan for and allocate resources to achieve program goals and objectives
 12. Ability to effectively supervise the work of a group of Deputy Inspector Generals and other Office of Inspector General Personnel
 13. Ability to initiate and review personnel matters
 14. Ability to effectively contribute to establishing equal opportunity in hiring and employee development
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**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 granted in this examination.

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.

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 presentation is scheduled in Sacramento only. However, locations 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) 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 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.

Oral Presentation Scope: If an oral presentation is requested, 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 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 recognition of his/her own training needs, plans for self development, and the progress he/she has made in his/her efforts toward self-development.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.)

**OFFICE OF THE INSPECTOR GENERAL ♦ HUMAN RESOURCES ♦ Telephone (916) 255-1102
10111 Old Placerville Rd, Suite 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.