



# Licensing Representative II, Alcoholic Beverage Control

**Exam Code: 9PB29**

**Department:** Alcoholic Beverage Control

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

Licensing Representative II – \$4,751.00 - \$6,472.00 per month

[View the Licensing Representative II classification specification](#)

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

### How To Apply:

The link to connect to the Education and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the “Contact Information” section of this bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California State service will count toward experience.

### **Licensing Representative II**

#### **Either 1**

Education: Equivalent to graduation from college or an equivalent degree approved by the Bureau of Private Postsecondary and Vocational Education under the provisions of California Educational Code Division 10, Part 59, Chapter 3. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

#### **Or 2**

Experience: Eighteen months of experience performing duties of a [Licensing Representative I](#), Alcoholic Beverage Control (formerly titled Licensing Representative, Alcoholic Beverage Control). (Any combination of service in these classes which totals a period of 12 months will admit applicants to the examination, but they must satisfactorily complete 18 months of experience in either of these classes before they can be considered eligible for appointment.)

#### **Or 3**

Experience: Two years of experience as an investigator performing investigative work comparable to an Investigator I, Alcoholic Beverage Control, or [Licensing Representative I](#), Alcoholic Beverage Control, in a public or private agency or in the armed forces.

## **POSITION DESCRIPTION**

### **Licensing Representative II**

This is the full journey level in the class series. Under general supervision, incumbents conduct the more difficult licensing application investigations with increased independence and responsibility. Incumbents determine whether or not the issuance of a license to a person or premises would be contrary to public welfare and morals. Decisions are influenced by evaluating if applicant premises will adversely interfere with nearby residences, churches, schools, hospitals, public playgrounds, or youth facilities, or create or aggravate a law enforcement problem. Premises are inspected to

determine that facilities can comply with the applied-for privileges. Performance of duties include interviewing protestants; preparing detailed reports of investigation; assisting departmental investigators in the more difficult investigations, including evaluating complex business structures applying for licensure or licensed entities suspected of concealing unqualified ownership. Incumbents at this level exercise wide discretion and independence of action and spend a significant amount of time advising, assisting, training, and maintaining liaison with other government agencies dealing with licensed premises. Assignments may include acting as a lead person to instruct, coordinate, and review the work of lower-level Licensing Representatives and other office staff; developing program inspection policies which require licensing program expertise; and perform other related duties.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Education and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Education and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Education and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Knowledge of laws, rules, and regulations relative to alcoholic beverage licensing in the State of California
2. Knowledge of interviewing techniques
3. Knowledge of administrative processes
4. Knowledge of common types of business structures in California
5. Knowledge of the purpose, organization, and activities of governmental agencies
6. Knowledge of rules of evidence and administrative hearings
7. Knowledge of inspection techniques and procedures
8. Knowledge of real estate, business opportunities transactions and escrows
9. Knowledge of service of legal processes
10. Knowledge of the Civil Code of Procedures

**Ability to:**

11. Ability to work with others using courtesy and tact
12. Ability to take direction
13. Ability to read comprehensively
14. Ability to prepare correspondence and technical reports
15. Ability to gather and analyze facts and draw sound conclusions
16. Ability to communicate effectively; make appropriate recommendations
17. Ability to operate standard office equipment, including computers
18. Ability to give direction/instruction to others encountered in the work setting
19. Ability to perform basic mathematical calculations
20. Ability to interpret and apply laws and regulations
21. Ability to provide technical assistance to others
22. Ability to appear as a witness at administrative proceedings
23. Ability to conduct complex and difficult investigations
24. Ability to act in a lead capacity
25. Ability to make public presentations

**ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Licensing Representative II** classification will be established for:

**Department of Alcoholic Beverage Control (ABC)**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR).

Information on this program and [the Veterans' Preference Application](#) (STD. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## **EXAMINATION INFORMATION**

[Preview of the Licensing Representative II Education and Experience Evaluation](#)

## **TAKING THE EXAMINATION**

[Take the Licensing Representative II examination.](#)

## **TESTING DEPARTMENT**

**Department of Alcoholic Beverage Control (ABC)**

## **CONTACT INFORMATION**

Questions regarding this examination should be directed to:

California Department of Alcoholic Beverage Control  
Attn: Human Resources Office  
3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
Phone: 1-916-419-2582  
[jobs@abc.ca.gov](mailto:jobs@abc.ca.gov)

## **EQUAL OPPORTUNITY EMPLOYER**

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.

## **DRUG-FREE STATEMENT**

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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Alcoholic Beverage Control 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

**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) 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 the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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 competitor 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.