

CRIMINAL INTELLIGENCE SPECIALIST I

OPEN STATEWIDE



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

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

IT IS THE 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 IN INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **February 25, 2010** - Applications (Form STD 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail **after** the final filing date **will not** be accepted for any reason. Applications must have an original signature.

WHO CAN APPLY Persons who meet the minimum qualifications by **the written test date** as stated on this bulletin.

HOW TO APPLY Applications (Form STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

RECRUITMENT SURVEY As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php

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 "Examination Application". You will be contacted to make specific arrangements.

WRITTEN TEST DATE It is anticipated that the written test will be conducted on **March 27, 2010**.

SALARY RANGE **\$2877 - \$3424**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION A departmental OPEN eligible list will be established for the Department of Justice. The 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.

Positions exist statewide within the Department of Justice.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION All applicants must meet the education and/or experience requirements for this examination by the written test date. 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 II", etc. For example, candidate's 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.

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**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing the duties of a Criminal Identification and Intelligence Assistant.

Or II

Equivalent to completion of two years of college.

Or III

Two years of experience performing criminal intelligence related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must be performing duties of a class comparable in level of responsibility to those of an Office Services Supervisor I.)

NOTE: College course information must include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Evidence of completion of required course work must be attached to the application at the time of filing (i.e. copy of transcript). Competitors who fail to provide copies of transcripts will be eliminated from the examination.

DEFINITION OF TERMS

“Criminal intelligence duties” include the collection, analysis, correlation, evaluation, and dissemination of criminal information. In addition to the skills necessary to perform these duties, experience is required preparing and presenting this information in both a formal written and/or oral format.

**SPECIAL PERSONAL
CHARACTERISTICS**

Retentive memory, keenness of observation, patience, good judgment, and accuracy.

POSITION DESCRIPTION

This is the first working level in the series. Incumbents perform entry level duties in the analysis of criminal information contained in reports provided by local, state, and federal law enforcement agencies relating to criminal activities and groups; the selection of essential elements contained in these reports; the correlation of new information with existing information; the dissemination of information to local, state, and federal law enforcement agencies; and the writing of reports.

**EXAMINATION
INFORMATION**

The examination will consist of a Written Test. The Written Test will include a number of predetermined job related multiple choice questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. You will be notified of your scheduled date, time and location for the written test date. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED**

WRITTEN TEST – WEIGHTED 100.00%

1. **Criminal Intelligence.**
Knowledge of basic elements of criminal intelligence to be able to identify and describe the formalized steps of the criminal intelligence process. Basics of tactical and strategic analysis. Crime prevention nature of the profession. Modus operandi.
2. **Computations.**
Skill to perform computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.
3. **Written Comprehension.**
Ability to understand and interpret written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables.
4. **Written Communication.**
Knowledge to recognize and use correct English grammar, punctuation, and spelling. to effectively carry out assigned duties.

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**EXAMINATION
INFORMATION
(CONTINUED)**

5. **Analytical Skills.**

Skill to identify rules, principles, or relationships that explain facts, data, or other information. Analyze information and makes correct inferences or draw accurate conclusions. Identify problems. Determine accuracy and relevance of information. Use sound judgment to generate and evaluate alternatives, and to make recommendations.

6. **Criminal Justice Process.**

Knowledge of the criminal justice process including steps from arrest to final disposition

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting, inquiry to local, State, and national files to disclose criminal records, verification of minimum qualifications (i.e., college transcripts), financial status, previous employment background, and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

**VETERANS
PREFERENCE**

Veterans Preference Credits **will** be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

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GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 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 the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin 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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews 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) 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 list 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 fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of 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; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th 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 candidate 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.

Career Credits: In open, nonpromotional 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 Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations 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.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

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

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TESTING AND SELECTION UNIT
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(916) 324-5039