

**ASSISTANT BUREAU CHIEF  
DEPARTMENT OF JUSTICE  
DEPARTMENTAL PROMOTIONAL  
STATEWIDE**



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

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

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**FINAL FILING DATE** **November 7, 2008** - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

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**WHO CAN APPLY** Applicants who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the new department.

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**HOW TO APPLY** Applications (Form Std 678) may be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://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

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

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**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that Qualifications Appraisal Interviews will be held in **December 2008**.

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**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 notified in writing to determine what assistance can be provided.

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**SALARY** \$8401 - \$9875  
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.

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**ELIGIBLE LIST INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Positions exist in Sacramento and Los Angeles only with the Department of Justice.

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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **All applicants must meet the education and/or experience requirements for this examination by the final filing date.** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

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**CONTINUE TO THE NEXT PAGE**

**MINIMUM  
QUALIFICATIONS**

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**Either I**

One year of experience in the Department of Justice, performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator II.

**OR**

Two years of experience in the Department of Justice performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I.

**OR II**

**Experience:** Five years of supervisory experience in a law enforcement agency. At least two years must have been in a supervisory position which included administrative responsibilities, such as budgeting, management analysis, personnel, statistical analysis or research in an identification, criminal statistics, narcotic enforcement, investigations or technical services program area. (Experience in California state service applied toward this requirement must include at least one year performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator II or two years performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I. (Possession of a graduate degree in public administration, business administration, law, political science or related areas may be substituted for one year of required experience.)

**AND**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF TERMS**

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***“Duties comparable in level of responsibility”*** – the applicant must have State civil service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.

***“Equivalent to graduation from college”*** - satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college)

**CITIZENSHIP  
REQUIREMENT**

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Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**FELONY  
DISQUALIFICATION**

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Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

**FIREARM CONVICTION  
DISQUALIFICATION**

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Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

**FIREARMS  
REQUIREMENT**

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Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.

**BACKGROUND INVESTIGATION**

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Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

**MEDICAL REQUIREMENT**

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Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**PSYCHOLOGICAL REQUIREMENT**

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Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications.

**TRAINING REQUIREMENT**

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Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in these classifications.

**THE POSITION**

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Positions typically plan, organize, direct and administer the work of professional staff such as Special Agents and Justice Administrators engaged in performing complex duties in major program areas of the Division of Law Enforcement (DLE). This level is responsible for assisting a Bureau Chief, DLE, Department of Justice (DOJ), in the planning, organization, direction and administration of a major program area of the DOJ. Incumbents are involved in a wide range of administrative and managerial duties of program implementation, such as the review of major projects within the Bureau, formulation of Bureau training programs, representing the Department before the general public and other law enforcement agencies, and acting for the Bureau Chief in his/her absence. Incumbents may be ordered by the attorney general to assume responsibility for direction of local law enforcement activities in the event of a regional or statewide emergency.

**EXAMINATION INFORMATION**

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The examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

In addition to evaluating the competitors' 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:

**KNOWLEDGE OF:**

1. Policies, procedures, and programs of the Department of Justice and enforcement and investigation.
2. The criminal justice system and law enforcement related governmental functions and organization.
3. Personnel procedures to plan and ensure personnel actions are in compliance with departmental procedures and policies, as well as State laws and regulations as enforced by the Department of Personnel Administration (DPA) and the State Personnel Board (SPB).
4. Manager's role in the Equal Employment Opportunity and the processes available to meet equal employment opportunity objectives.
5. Departmental budgeting and monitoring processes to ensure the appropriate development and monitoring of program, project, and/or work unit budget administration and reporting.
6. Policies, procedures, and programs of the Department of Justice in such areas as criminal identification, criminal intelligence, local agency liaison.
7. Research and statistics used to analyze the impact and effectiveness of programs, policies, and/or procedures to provide quantitative data documenting the status of the programs, policies, and/or procedures.
8. The budget change proposal process (BCP) to make desired changes to program or division budget.
9. The legislative process (ie: how a bill becomes a law).

**EXAMINATION  
INFORMATION  
(Continued)**

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**ABILITY TO:**

1. Administer and manage law enforcement personnel within the Department of Justice.
2. Build effective working relationships with members of all levels of an organization or unit in order to ensure teamwork is completed in an efficient manner.
3. Think clearly and quickly, analyze information and materials, and formulate conclusions based upon prescribed policies and procedures.
4. Develop and install new administrative methods and procedures.
5. Think clearly and quickly, analyze information and materials, and formulate conclusions based upon prescribed policies and procedures.
6. Communicate information and ideas orally in a clear voice using appropriate tone, volume, vocabulary, grammar, speed, and non-verbal cues so others will understand.
7. Communicate information and ideas in writing in a clear, articulate manner using appropriate tone, vocabulary, and grammar so others will understand.
8. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
9. Analyze and evaluate complex administrative problems.
10. Listen to and understand information and ideas presented through spoken words and sentences, including recognition of non-verbal cues.
11. Appear before public and private groups to explain departmental objectives, programs and fiscal and general administrative matters and secure the cooperation and assistance of such groups.
12. Read and understand State statutes, laws, proposed legislation, and regulations in order to interpret, explain, and apply.

**VETERANS  
PREFERENCE  
CREDITS/CAREER  
CREDITS**

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**Veterans' preference credits or 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 Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)), State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://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 must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**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.

**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.

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.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039