

CRIMINAL IDENTIFICATION AND INTELLIGENCE SUPERVISOR

DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO



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

FINAL FILING DATE February 5, 2010 – Applications (Form 678) should be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail **after** the final filing date **will not** be accepted for any reason.

WHO CAN APPLY Persons 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. Employees who have a limited-term appointment 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 departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; OR 2) an exempt employee meeting the criteria defined in GC Section 18992 OR 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY Examination Application Forms (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, 7th Floor
Sacramento, CA 95814

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

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.

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that the Oral Interviews will be conducted in **March 2010**.

SALARY RANGE **\$4522 - 5460**
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 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.

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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. All applications /resumes **must** include **“To” and “From”** employment dates (mm/dd/yr), time base, and applicable titles. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing criminal identification or intelligence duties comparable in level of responsibility to those of a Criminal Identification Specialist III or Criminal Intelligence Specialist III;

OR II

Two years of experience in the California state service performing criminal identification or intelligence duties comparable in level of responsibility to those of a Criminal Identification Specialist II or Criminal Intelligence Specialist II.

OR III

Four years of increasingly responsible experience performing the technical phases of criminal identification or intelligence work in a governmental law enforcement agency, including at least one year of supervisory experience.

AND

Education: Equivalent to completion of two years of college.

DEFINITION OF TERMS

The words **“performing duties comparable to....”** means the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

“Equivalent to completion of two years of college” means completion of the number of units typical of two years of college (60 semester units or 90 quarter units.)

POSITION DESCRIPTION

The Criminal Identification and Intelligence Supervisor class is used by the Department of Justice to plan, develop, coordinate, implement, and supervise programs for the identification of persons and property, and the development of criminal intelligence information. This is the full supervisory level. Incumbents supervise, coordinate, and review the work of Criminal Identification Specialists or Criminal Intelligence Specialists in technical identification or intelligence units of a section within the various branches of the Division of Law Enforcement. Incumbents may also assist in preparation of budgets and planning, developing and implementing programs.

Positions exist in Sacramento only.

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**EXAMINATION
INFORMATION**

The examination will consist of a **Qualification Appraisal Interview**, which will include **Written Multiple-Choice Exercises**.

The **Written Multiple-Choice Exercises** will assess the candidate's knowledge of the various policies used by the Department of Justice, as well as the candidate's written communication skills, and will consist of an in-basket exercise. The candidate will review written text and provide responses to multiple choice questions. Candidates will be allotted time prior to entering the interview room to complete the exercise. The interview panel will score the exercise separately using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge.

Knowledge of:

1. The department's equal employment opportunities and objectives.

The **Oral Interview** will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel will evaluate the candidates responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following abilities.

Ability to:

1. Present information effectively both orally and in writing.
2. Train subordinate employees.

In addition to the knowledge and abilities listed above, the **Written Multiple-Choice Exercises** and the **Oral Interview** questions will **both** measure the following additional knowledge and abilities.

Knowledge of:

1. The department's Sexual Harassment policy.
2. The progressive discipline process.
3. The principles of personnel management, supervision, and training.
4. The department's Equal Employment opportunity Program and objectives, the supervisor's role and the process available to meet the program's objectives.

Ability to:

1. Display good judgement.
2. Display tact.
3. Act independently.
4. Plan and direct the work of others.
5. Analyze and evaluate complex information and problems.
6. Develop effective solutions.
7. Be adaptable, open-minded, flexible, and patient.
8. Show keenness of observation.
9. Make improvements in procedures.

There will be **one** score based on the combined **Qualifications Appraisal Interview** and the **Written Multiple-Choice Exercises**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in this examination process.

**QUALIFICATIONS APPRAISAL INTERVIEW/MULTIPLE- CHOICE WRITTEN EXERCISE
WEIGHTED 100.00%.**

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**ADDITIONAL
REQUIREMENTS**

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 prior to appointment. Department of Justice regulations may 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.

**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated ability to act independently; flexibility; tact.

**VETERANS PREFERENCE
CREDITS/ CAREER
CREDITS**

Veterans preference credits and 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) subdivisional 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 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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SACRAMENTO, CA 94255-2550
(916) 324-5039