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CAREER EXECUTIVE ASSIGNMENT

The Department of Justice is committed to providing Equal Opportunity to all regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or 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.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Department of Justice

POSITION TITLE: Bureau Chief, CEA 3
Bureau of Investigations
Division of Law Enforcement

POSITION LOCATION: Sacramento

FINAL FILING DATE: February 10, 2012

POSITION DESCRIPTION:

Note: Allocation pending State Personnel Board and Department of Personnel Administration's approval.

Under the general direction of the Director and Assistant Director, Division of Law Enforcement, the Bureau Chief enforces policy and procedures and ensures compliance with all legal mandates and Department rules and regulations. The Bureau Chief is responsible for planning, organizing, and directing the work of the Special Agents and support staff to accomplish the goals of the Bureau's programs that make up the Department's statewide criminal investigation effort. The Bureau Chief maintains continuous liaison with local, state, and federal law enforcement agencies.

MINIMUM QUALIFICATIONS:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person 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 Government Code 18991.

SPECIAL REQUIREMENTS

Must be a Peace Officer as defined by Penal Code Section 830.1.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

Knowledge of: The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administrations, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

Ability to: Plan, organize, and direct the work of multi disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Level 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATIONS

1. Experience in managing and supervising a large multi-disciplinary professional and administrative staff.
2. Experience with and knowledge of law enforcement programs within the State of California and the interactions with local and Federal law enforcement agencies.
3. Experience with developing and implementing regulatory and enforcement policies and procedures on a statewide basis and the ability to coordinate and implement changes.
4. Experience serving as a liaison between a large governmental agency and other State and Federal agencies, professional law enforcement and other associations.
5. Knowledge of the Bureau of Investigations' overall mission and goals and how it interrelates to the Division of Law Enforcement's programs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. **The results of this examination will be used only to fill the position of Bureau Chief, CEA 3, Bureau of Investigations, Division of Law Enforcement with the Department of Justice.** Applications will be retained for twelve months.

The results of this examination will be used to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your educational experience as it relates to the Desirable Qualifications and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing. The Statement of Qualifications may be the only basis for your final score and rank on the eligibility list, which could be used to fill this position for a period of up to twelve months. Interviews may be conducted as part of the examination process.

FILING INSTRUCTIONS

All application materials (Standard State Application, Resume, and Statement of Qualifications) **must be received by the Department of Justice by 5:00 PM on the final filing date. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted.**

Interested applicants must submit:

- A completed Standard State Application (STD 678) with original signature.
- A "Statement of Qualifications." This Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum qualifications and desirable qualifications and qualify them for the position. The "Statement of Qualifications" serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font size no smaller than 12 point.
- Resume (Resumes do not take the place of the "Statement of Qualifications").

Applicants who fail to submit the "Statement of Qualifications" may be eliminated from this examination process.

The application, "Statement of Qualifications" and resume must be submitted by **February 10, 2012** to:

(Mailing Address)
Department of Justice
Testing and Selection Office
Attn: Danielle Newman
P.O. Box 944255
Sacramento, CA 94244-2550

(File in Person)
Department of Justice
Testing and Selection Office
Attn: Danielle Newman
1300 I Street, 7th Floor
Sacramento, CA 95814

Bureau Chief, CEA 3
Division of Law Enforcement, Bureau of Investigation
Final File Date: February 10, 2012

ADDITIONAL INFORMATION

Questions regarding this examination should be directed to Danielle Newman at (916) 322-1133.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this 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 on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

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 revisions will be in accordance with civil law and rules and all competitors will be notified.

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.

Class specs: <http://www.dpa.ca.gov/texdocs/specs/s7/s7500.txt>