



**OPEN EXAMINATION– STATEWIDE
FINAL FILING DATE: FEBRUARY 14, 2012**

NO LONGER PEACEOFFICER STATUS

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, 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.

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Office of the Inspector General. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Applications (STD 678) must be POSTMARKED no later than the final filing date of **February 14, 2012**. Applications postmarked, personally delivered or received via interoffice mail received after the final filing date will not be accepted for any reason. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to:

OFFICE OF THE INSPECTOR GENERAL
ATTN: LINDA JAIMES
3927 LENNANE DRIVE, SUITE 220
P.O. BOX 348780
SACRAMENTO, CA 95834-8780

DO NOT MAIL APPLICATIONS TO THE STATE PERSONNEL BOARD.

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box in the application. You will be contacted to determine what assistance can be provided.

SALARY RANGES

Special Assistant Inspector General, Bureau of Independent Review

Salary Range: 5486-10,477 per month

**REQUIREMENTS
FOR ADMITTANCE
TO EXAMINATION**

Applicants must meet the experience/education requirements by the examination date.
NOTE: All application/resumes must include the “Date” they were admitted “to the Bar” and also include “to and “form” dates (month/day/year) of employment, the time base and civil service class titles (if applicable). Your signature on your application indicates that you have read, understood and possess the qualifications required.

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 “Or II”, etc. For example, candidates 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.

**MINIMUM
QUALIFICATIONS**

SPECIAL ASSISTANT INSPECTOR GENERAL, BUREAU OF INDEPENDENT REVIEW

Either I

Two years of experience in the California state service performing the duties comparable in level to those of a Staff Counsel III (Specialist) or (Supervisor). (Applicants who have completed one year and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted to the examination, but must complete two years of such experience before they will be considered eligible for appointment.)

Or II

Broad and extensive experience (eight or More years) in the private practice of law*, or in a legal capacity in the Federal service, or in the service of the California city or county, providing assessment as the quality of legal investigative work, the appropriateness of disciplinary charges, and making recommendations regarding the disposition of a variety of types of cases. At least two years of the required experience must have been performing duties equivalent in level of responsibility to that of a Staff Counsel III in the California state service. (Applicants who have completed seven years and six months of the required experience will be admitted to the examination, but must complete eight years of such experience before they will be considered eligible for appointment.)

“Experience in the “practice of law” and performing legal duties” is defined as only that legal experience acquired after admission to the Bar.

**SPECIAL PERSONAL
CHARACTERISTICS**

This position requires incumbent to travel long distances by vehicle or by air: to remain away from home for extended periods of time; to work within a penal institution setting; to work long hours outside of the normal business day; and to remain on-call for 24 hour periods, including on weekends.

Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either 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: 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.

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed in 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.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

**POSITION
DESCRIPTIONS**

A **Special Assistant Inspector General, Bureau of Independent Review**, performs a full range of independent oversight and monitoring activities related to investigations conducted the California Department of Corrections and Rehabilitation (CDCR). Incumbent oversees and monitors investigations of CDCR activities and staff members and provides technical assistance to the hiring authority and other law enforcement agencies in the conduct of investigations, prosecutions, and disciplinary proceeding; conducts audits of investigatory practices and other audits; prepares reports and conducts special studies as requested. In the conduct of these duties, incumbent interprets and applies laws, court decisions, and other legal authorities; monitors the preparation of and prepares case memoranda, digests, summaries, and reports; monitors the seizure and evaluation of evidence; attends witness interviews; performs legal research; discusses with CDCR management and investigative staff legal issues arising from internal affairs investigations, and the legal effects of rules, regulations,

**POSITION
DESCRIPTIONS
(Continued)**

proposed legislation statutory law, court decisions, and administrative actions; monitors and offers recommendations in settlement conferences, and evaluates the weight of evidence and performs a full range of peace officer duties and responsibilities in the accomplishment of their assignments.

Positions are located in Sacramento, Bakersfield and Rancho Cucamonga.

NOTE: No Longer Peace Officer Status

**EXAMINATION
INFORMATION**

Examination will consist of a Supplemental Application only. The Supplemental Application will be the sole component for the Special Assistant Inspector General, Bureau of Independent Review examination. To obtain a position on the eligible list a minimum rating of 70.00% must be received.

Supplemental Application – Weighted 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the Supplemental Application process may measure the following competencies:

A. Knowledge of:

1. Investigative strategies and techniques, including use of warrants, interrogations, surveillance, evidence preservation and gather, crime scene processing, forensics, and interviewing.
2. Public employment law.
3. Criminal law and procedures.
4. Internal investigations, including administrative and criminal investigations.
5. Peace officer training and techniques, including proper tactics regarding legal use of force.
6. Rules of evidence.
7. Constitutional rights related to laws of arrest, search and seizure, and service of legal process.
8. Public Safety Officers Procedural Bill of Rights Act.
9. Computer programs and software related to word processing, database management and e-mail communications.
10. Interrogation law and techniques.
11. Use of administrative and prosecutorial immunity.
12. State and federal civil rights law and due process.
13. Organizational structure and functions of CDCR.
14. Organizational structure and functions of the California State government.

B. Ability to:

1. Communicate effectively with a variety of persons contacted in the course of work.
2. Develop cooperative working relationships with correctional employees, union representatives, employee relations officers, prison administration, Vertical Advocates, and investigators.
3. Conduct and review complex and sensitive investigations, both criminal and administrative.
4. Work with a small team of attorneys and investigators with differing backgrounds and expertise.
5. Critically analyze complex regulations and policies.
6. Manage an extensive workload.
7. Evaluate evidence.
8. Maintain confidentiality of official matters and preserve protected legal relationships and privileges.
9. Consider the facts of cases in a fair and unbiased manner.
10. Persuasively articulate arguments and/or conclusions based on sound logic and relevant facts.
11. Work independently.
12. Demonstrate initiative.
13. Prepare reports in a clear and concise manner.
14. Maintain management systems to ensure the quality and timeliness of work operations.
15. Properly maintain and qualify with departmentally assigned firearm.

(Continued on Reverse Side.)

**VETERANS'
PREFERENCE**

Veterans' Preference will not be granted in this examination since it does not qualify as an entrance examination under the law.

CAREER CREDITS

Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Office of the Inspector General 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 law and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Office of the Inspector General, at (916) 830-3600, for an examination without a written feature, **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, local offices of the Employment Development Department and at the Office of Inspector General.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Ordinarily, oral presentations are scheduled in Sacramento, Bakersfield, and Rancho Cucamonga. However, locations 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) multidepartmental 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 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 finger printing may be required.

Oral Presentation Scope: If an oral presentation is requested, in addition to the scope described on 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, plans for self development, and the progress he/she has made in his/her efforts toward self-development.

Career Credits: In open, non-promotional 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 Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination 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, CA 95814.)

**OFFICE OF THE INSPECTOR GENERAL ♦ HUMAN RESOURCES ♦ Telephone (916) 830-3600
3927 Lennane Drive, Suite 220 ♦ P.O. Box 348780 ♦ Sacramento, CA 95834-8780**

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:
1-800-735-2929 (From TDD Phone) ♦ 1-800-735-2922 (From Voice Phone)**

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