

REVISED EXAMINATION ANNOUNCEMENT

September 10, 2020

EXAM TITLE: SUPERVISING SPECIAL INVESTIGATOR I
(NON-PEACE OFFICER)

EXAM CODE: 0FS18

EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: **OCTOBER 7, 2020 ***

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to **OCTOBER 7, 2020** Applications postmarked after OCTOBER 7, 2020 will **NOT** be considered for this examination.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.



SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)

Exam Code: 0FS18

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: August 25, 2020
FINAL FILING DATE: October 7, 2020
EXAM TYPE: OPEN
SALARY: \$6,704.00 - \$8,333.00
LOCATIONS: Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and 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 CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **October 7, 2020** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court,
West Sacramento, CA 95605
Examination Unit – (Attn: Ashley Stewart)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **October 7, 2020** will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of exam candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

EXAM BULLETIN – SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)
EXAM CODE – OFS18 FINAL FILING DATE 10/07/2020

It is anticipated interviews will be held in **October/November 2020**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Supervising Special Investigator I \(Non-Peace Officer\)](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

"Either" I

One year of experience performing the duties of a Senior Special Investigator (Non-Peace Officer) in the California state service.

"Or" II

Two years of experience performing the duties of a Special Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in California State Service.

"Or" III

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases. **AND**

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

Under direction, either (1) in an assigned area, to direct a staff of Special Investigators I or Special Investigators I (Non-Peace Officer) in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist a superior in planning and directing a major investigation program, and to act for him/her in his/her absence; to make difficult investigations; and to do other related work.

Employees in this class are typically first-line supervisors in charge of an assigned area with a crew of Special Investigators. In addition to direct supervision, they may personally participate in difficult or complex investigations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Investigation techniques and procedures (e.g., report writing, interviewing witnesses, gathering/preserving evidence) to direct others in the performance of investigatory work.
2. The rules of evidence and techniques (e.g., chain of custody, statute of limitations) of identifying, preserving, and presenting evidence for the integrity of the investigation.
3. Court procedures or case preparation and presentation (e.g., investigative procedures, compile information, interpret code and regulations) to ensure prosecution of criminal, civil, and administrative cases.
4. Principles and techniques of personnel management and supervision to ensure investigations and casework are completed in a timely manner in accordance with Department policies and procedures.
5. The Department's Equal Employment Opportunity Program objectives and processes for hiring, employee development and promotion, and fostering a harassment and discrimination free work environment.
6. Computer software programs (e.g., case management system, Microsoft Office Suite) to accomplish job duties and ensure effective job performance.
7. Resources for supervision (e.g., Progressive Discipline, Equal Employment Office guidelines, employee orientation and onboarding) utilizing the Department's Intranet for guidance and tools for managing employees.
8. The administrative hearing process to ensure compliance with State laws and regulations.
9. Mobile communication devices (e.g., cell phone, tablet, Global Positioning System) to effectively communicate with others.
10. Resources used in locating persons and business entities (e.g., Secretary of State, LexisNexis) to ensure contact with individuals who have information pertinent to the investigation.

11. The legal process and rights of citizens, laws of arrest, and search and seizure to ensure consumer protection.
12. Interview and interrogation techniques (e.g., formal, informal) to obtain information to ensure investigations are conducted thoroughly.
13. The laws and regulations across jurisdictional agencies (e.g., Federal, State, local law enforcement) to ensure individuals rights are not violated.
14. Department's Employee Support Services (ESS) Program (e.g., Employee Assistance Program [EAP], Peer Counseling, Critical Incident Stress Management [CISM], Substance Abuse Assistance Program [SAAP]) to encourage health and wellbeing of staff in accordance with Department policies and procedures.
15. Safety gear (e.g., Personal Protective Equipment [PPE], traffic vest) to ensure compliance with safety rules, regulations, and personal safety.
16. Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Violence in the Workplace, Workers' Compensation Program, California Occupational Safety and Health Administration [CAL/OSHA]) to achieve workplace safety.
17. The applicable laws of arrest and search and seizure to ensure consumer protection.
18. Necessary qualifications (e.g., Hazardous Waste Operations and Emergency Response [HAZWOPER], California Occupational Safety and Health Administration [CAL/OSHA], Driver Safety Training, learning management systems) to enhance knowledge and skills in accordance with Federal and State regulations.

Skill to:

1. Provide guidance for the more complex and confidential desk and field investigations as needed to ensure thoroughness and completeness per Department.
2. Prepare written correspondence, reports, and other job-related documents to effectively communicate the findings of an investigation.
3. Communicate verbally in a clear, concise, and respectful manner to seek or share information in a variety of topics.
4. Produce written correspondence in English at the high school graduate level (e.g., email, letters forms) to effectively convey information.
5. Read and comprehend information (e.g., emails, forms) at the high school graduate level to effectively interpret information.
6. Speak to others in English to effectively convey and/or gather information (e.g., field interviews, lawful order, safety, performance standards).
7. Interview persons involved in case complaints to verify information in accordance with Department policies and procedures.
8. Direct the work of others to provide guidance and ensure timely and accurate investigations.
9. Promote the Department's Equal Employment Opportunity Program to ensure a discrimination and harassment free workplace.

10. Planning, organizing, and directing investigations to ensure a thorough and complete investigation.
11. Conduct meetings to collect, share, or distribute information and discuss and resolve issues in accordance with Department policies and procedures.
12. Testify in administrative and criminal court hearings to provide industry specific information to the prosecuting authority in accordance with State laws and regulations and Department policies and procedures.
13. Manage staff training and development needs to establish, maintain, and learn new skill sets that will improve the effectiveness of the program.
14. Use communication equipment (e.g., Global Positioning System, cell phone, tablet) for effective communication in emergency and non-emergency situations.
15. Oversee the preparation of disciplinary action cases to stay in accordance with State laws and regulations.

Ability to:

1. Interpret and apply provisions of laws, rules, or regulations enforced or administered to specific cases to ensure a thorough and complete investigation.
2. Supervise investigators in the performance of investigatory work to ensure complete, timely, and thorough investigations in accordance with Department policies and procedures.
3. Gather, analyze, and preserve evidence to conduct thorough investigations.
4. Communicate effectively in writing to prepare clear, concise, and comprehensive correspondence and reports to seek and share information on a variety of topics.
5. Speak effectively and convey the appropriate information correctly to bring forth the mission of the Department.
6. Establish and maintain cooperative relationships with stakeholders and jurisdictional agencies to ensure the best outcome.
7. Apply judgment and knowledge to think and act quickly to determine the best course of action to ensure public safety.
8. Direct others in the performance of investigative work.
9. Use computer software (e.g., Microsoft Office Suite, case management system, Department specific programs) to complete reports and presentations, create documents, conduct research, and communicate appropriately with others.
10. Produce written correspondence in English at the high school graduate level (e.g., email, letters, forms) to effectively convey information.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
12. Interview witnesses to obtain information pertaining to an investigation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CAL HR Veterans Information](#), and the [Department of Veterans Affairs](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones
Equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is
reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, 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 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.

The Department of Forestry and Fire Protection 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 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 classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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 one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.