COORDINATOR (LAW ENFORCEMENT)
OFFICE OF EMERGENCY SERVICES

Exam Code: 1OE05

Department: California Governor’s Office of Emergency Services
Exam Type: Departmental, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS
Coordinator (Law Enforcement) O.E.S. – $8,326.00 - $10,479.00 per month

View the Coordinator Law Enforcement OES classification specification

APPLICATION INSTRUCTIONS
Final Filing Date: Continuous
Who Should Apply:
Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.
Once you have taken this examination, you may not retake it for twelve (12) months.

Application Requirements:
All Standard State Applications (STD 678) must include:
• The examination title and/or exam code on the application
• "To" and "from" dates (month/day/year)
• Hours per week you worked
• Civil service or private sector titles
• Duties performed (Do not list see attached resume)
• If using education to qualify please provide a copy of your transcripts
• Resumes do not replace a completed application (STD 678)

Applications received without this information may be rejected.

Bulletin Date 12/2/2020
NOTE: Candidates unable to provide a degree or unofficial transcripts before the cut-off date may be submitted to the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.

Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment.

Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the minimum requirements does not assure a place on the eligible list.

Cut-off Dates and Timely Filing:

*This examination will be processed quarterly (or as the needs of the department warrant). The application cut-off dates are listed below:

| March 29th | June 29th | September 29th | December 29th |

Examination applications (form STD 678) and Exam Supplemental Questionnaires must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date stated on this bulletin.

Please note that 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.

Applications postmarked, personally delivered, or received via inter-office mail later than 5:00 P.M. Pacific time after the advertised cut-off date will be held and processed in the next administration of the exam.

Electronically submitted applications must be received no later than 11:59 p.m. Pacific time on the cut-off date. Applications received after the cut-off will be held and processed in the next administration.

To Obtain the Exam Supplemental:

Email Examinations@caloes.ca.gov for a copy of the Coordinator and Senior Coordinator, (Law Enforcement) O.E.S. Exam Supplemental Application.
Required Exam Documents:

- Completed Standard State Application (STD 678) package
- Coordinator/Senior Coordinator (Law Enforcement) Exam Supplemental
- POST Certificate
- Criminal Record Supplemental Questionnaire
- Conditions of Employment (Form 631)
- Proof of Education (if applicable to meeting the Minimum Qualifications)

**Note:** If you do not include all the required documents, you will not be considered for this exam.

**Where to Apply:**
Submit the **required exam documents** only to the address indicated below. Do not send these documents to the California Department of Human Resources (CALHR).

Applications may be obtained at [www.jobs.ca.gov](http://www.jobs.ca.gov) and [www.caloes.ca.gov](http://www.caloes.ca.gov) on the Internet or at any Employment Development Department office.

**FILE BY MAIL / IN person:**
California Governor's Office of Emergency Services 
Human Resources – Examinations 
3650 Schriever Avenue, 
Mather, CA 95655

**EMAIL EXAM PACKAGE:**
Email **required exam documents** to Examinations@caloes.ca.gov

**Special Testing Arrangements:**
If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin. Please complete Accommodation Request Form STD 679.
MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, will count toward experience.

Coordinator (Law Enforcement) Office of Emergency Services

Experience: Three years of full-time paid police experience in a public agency, one year of which shall have been in a supervisory capacity in a rank not lower than sergeant in a police organization with responsibility of supervising at least ten officers and which has included emergency law enforcement planning. And

Education: Equivalent to completion of an Associate in Arts or Science Degree from a community college, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) and possession of the California Peace Officers Standards and Training basic certificate.

POSITION DESCRIPTION

Coordinator (Law Enforcement) Office of Emergency Services

Consults with and assists local law enforcement organizations in the development of law enforcement planning and activities in connection with the civil defense program; organizes and prepares civil defense training materials and aids for use by local law enforcement agencies; provides technical guidance and advice to the local law enforcement personnel on security activities, procedures and problems; surveys security requirements and makes recommendations on program and policy matters; facilitates the flow of law enforcement information from Federal and State organizations to regional operational areas and local law enforcement officials; participates in panel discussions, conferences and addresses public gatherings on law enforcement in civil defense; prepares reports and dictates correspondence.

Special Personal Characteristics

Willingness to work at any time emergencies arise; demonstrated administrative ability; tact; and good personal appearance.
Additional Desirable Qualifications:

Existing law provides that, prior to appointment to a position with full peace officer powers in California, an individual must have:

1. Within the last three years, served as a peace officer in California; Or
2. Been certified or recertified in the POST basic course within the last three years; Or
3. Successfully completed, through reexamination, the POST basic course waiver process within the last three years. AND

Age Requirement: Be at least 18 years of age. AND

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. AND

Driver's License: Applicants must possess a valid Class 3 driver's license prior to appointment. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment. AND

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as a peace officer. Such persons are not eligible to compete for, or be appointed to, positions in this class. AND

Physical and Psychological Screening: Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

EXAMINATION SCOPE

Email Examinations@caloes.ca.gov for a copy of the Coordinator and Senior Coordinator, [Law Enforcement] O.E.S. Exam Supplemental Application.

This examination consists of the following components:

Supplemental Application - Weighted 100% of the final score.

The examination consists solely of a Supplemental Application. To obtain a position on the eligible list, a minimum score of 70% must be achieved.
Competitors will receive the results of this examination by mail within four to six weeks following the cut-off date.

The Supplemental Application will be emailed to the applicant. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder[s] as the examination email may be filtered depending on your specific account settings.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Purposes, organization activities and basic legislation of the Office of Emergency Services.
2. Objectives, organization and operation of Federal, State and local civil defense and disaster activities with special reference to law enforcement.
3. Principles and practices of police administration and organization.

Ability to:

1. Analyze law enforcement problems.
2. Plan the work of a security force.
3. Maintain cooperation with local law enforcement personnel.
4. Speak and write effectively and prepare clear and concise reports.
5. Analyze situations accurately and effect a course of action.
6. Establish and maintain cooperative working relationships with various agencies and all persons contacted in the emergency fire and rescue program.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Coordinator (Law Enforcement) classification will be established for:

California Governor's Office of Emergency Services

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires Twenty-four (24) months after it is established. Applicants must then retake the examination to reestablish eligibility.

Bulletin Date: 12/2/2020
Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of competitors who are successful in this examination.

**PREPARING FOR THE EXAMINATION**

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

**TESTING DEPARTMENTS**

California Governor’s Office of Emergency Services

**CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, including provisions of reasonable accommodation for this testing process, please contact:

California Governor’s Office of Emergency Services
3650 Schiefer Avenue
Sacramento, CA 95655
Phone: (916) 845-8321
Examinations@caloes.ca.gov

California Relay Service: Voice (800) 735-2922  TTY: (800) 734-2929

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.
EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account.

If you meet the requirements stated on this examination 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Governor's Office of Emergency Services 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.
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) 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 one to four years unless otherwise stated on the bulletin.

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 competitor 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.