



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Investigator

Agency Code: 7500 Class Code: 8610 Exam Code: 1PB02

Department(s): State of California
Opening Date: March 9, 2011
Final Filing Date: Continuous
Type of Examination: Servicewide, Open

EEO

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 9 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources
Examination and Selection Services Section
1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

SALARY INFORMATION

A \$3902.00 - \$4798.00

B \$4454.00 - \$5744.00
C \$4888.00 - \$6318.00

ELIGIBLE LIST INFORMATION

An open, service wide eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Applicants are required to meet the provisions of California Penal Code Section 832 and complete training courses prescribed by the Commission on Peace Officer Standards and Training (POST).

MINIMUM QUALIFICATIONS

EITHER I

Equivalent to graduation from an accredited college/university with either a:

- (1) Major in criminal justice, law enforcement, administration of justice, police science, criminology, or a comparable field of study. or
- (2) Minor in criminal justice, law enforcement, administration of justice, police science, criminology, or a comparable field of study with evidence that the following courses have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law, and an internship. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR II

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, administration of justice, police science, or a comparable field of study. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Investigator positions assigned as "Peace Officer" status (as defined by California State law) must possess the educational equivalent to completion of the twelfth grade.

AND

Experience: Two years of experience as a peace officer (as defined in the California Penal Code Section 830 et. seq.) performing investigative work as part of the regular enforcement activity, police detective, or as an investigator performing comparable investigative work in a public or private agency, or in the armed services, and possession of, or eligibility for, the Peace Officer Standards and Training (POST) Basic Certificate or Specialized Investigator Basic Certificate.

OR III

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, administration of justice, police science, or a comparable field of study.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Investigator positions assigned as "Peace Officer" status (as defined by California state law) must possess the educational equivalent to completion of the twelfth grade.

AND

Experience: One year of experience in the California State service performing duties at a level comparable to those of either Investigator Assistant, Special Investigator Assistant, or in an investigation assignment in the class of Management Services Technician, Range B. (Applicants who have completed six months of service in the class of Investigator Assistant, Special Investigator Assistant, or Management Services Technician, Range B, will be admitted into the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

In addition to possessing the above requirements, Investigators may be required to meet the following department-specific requirements prior to appointment into a position with that department:

Public Health, Department of: Equivalent to graduation from college with at least 30 semester hours of college courses in one or a combination of the following areas: bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science (up to 15 semester hours of criminal justice may be credited toward 15 of the 30 total hours required above.)

Toxic Substances Control, Department of: Investigators must complete the Hazardous Waste Operations and Emergency Response training required by Title 8 of the California Code of Regulations by the end of their probationary period.

POSITION DESCRIPTION

The Investigator is a deep class with three alternate ranges. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; developing field operation plans and safely executing them; performing undercover assignments and surveillance operations; providing technical assistance and training to law enforcement agencies and others; making arrests; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; may provide security and protection to departmental employees and property in cases of emergency and/or threat; and performing other related work.

Investigation responsibilities at Range B are expected to be more complex and require broader knowledge and application of investigative techniques and procedures. Incumbents conduct the complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws, rules, or regulations; locate and interview witnesses and persons suspected of violations; obtain and present facts and evidence to support administrative action or prosecution; serve subpoenas, inspection warrants, search warrants, and/or other official legal papers; develop field operation plans and safely execute them; and perform other related work.

At Range C, incumbents (1) lead or review the work of a small staff of Investigators in the performance of field investigations; detect or verify suspected multiple violations of laws, rules, or regulations; (2) have

independent responsibility to oversee an entire investigative operation or project; (3) independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments; and/or (4) in an investigatory or law enforcement program, perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Investigation techniques and procedures.
2. Rules of evidence and court procedures.
3. Laws of arrest, search and seizure.
4. Legal rights of citizens; and service of legal process.
5. Interviewing techniques.
6. Duties of Federal, State, and local law enforcement agencies.
7. Provisions of the laws, rules, or regulations enforced or administered.
8. Principles and techniques of personnel management and supervision.

Ability to:

1. Interpret and apply laws and regulations to specific situations.
2. Gather and analyze facts and evidence.
3. Reason logically, draw valid conclusions, and make appropriate recommendations.
4. Communicate effectively.
5. Prepare written documents and accurate detailed investigation reports clearly and concisely.
6. Follow written and oral instructions.
7. Participate effectively in investigations and interviews.
8. Establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others.
9. Analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action.
10. Develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks.
11. Review and evaluate the work of others; and provide guidance and constructive feedback.

Skill to:

1. Perform investigatory work.
2. Plan, organize, and direct investigations.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811

1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of written test fails to reach him/her 3 days prior to their scheduled appointment., he/she must contact CalHR at 1-866-844-8671.

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 may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may 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. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 [online](#) and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)

Additionally, if you have a disability please select the "Reasonable Accommodations" box during the self-scheduling process.