



# INVESTIGATOR

**Exam Code: 1PB02**

**Department:** State of California  
**Exam Type:** Servicewide, Open  
**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Investigator** – \$5,003.00 - \$9,087.00 per month

[View the Investigator 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 **nine (9)** months.

### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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

## 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, and inside or outside California state service will count toward experience.

### Investigator

#### Either 1

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) (a) Minor in criminal justice, law enforcement, administration of justice, criminology, police science, or a comparable field of study with evidence that the following courses or their equivalent have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law; and (b) an internship in criminal justice, law enforcement, administration of justice, criminology, police science, or a comparable field of study.

(Students who are registered as a senior 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 2

**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:** (a) 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 such as police detective, or (b) Two years of experience 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 Investigators' Basic Certificate.

### **Or 3**

**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 investigative duties at a level comparable to those of either an Investigator Assistant, Special Investigator Assistant, or in an investigation assignment in a class equal to a Management Services Technician, Range B. (Applicants who are within six months of satisfying the experience requirement for this pattern 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.)

## **POSITION DESCRIPTION**

### **Investigator**

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 SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

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.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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. Knowledge of the basic rules of grammar of the English language to effectively communicate verbally to a variety of audiences.
2. Knowledge of the principles of clear and concise writing (e.g., proper spelling and grammar of the English language) when preparing and/or reviewing written materials.

### **Ability to:**

1. Ability to successfully complete departmentally mandated training required to maintain law enforcement related skills (e.g., POST, Regulatory investigative techniques).
2. Ability to listen attentively to gain relevant information and differentiate between facts and opinions.
3. Ability to act independently with minimal supervision to complete work assignments or investigative tasks.
4. Ability to be flexible in investigative duties and/or work assignments.
5. Ability to completely and accurately record pertinent information obtained during case investigations and/or work assignments.
6. Ability to understand how written laws, policies, and codes relate to case investigations and prosecution.
7. Ability to perform job duties in hostile or difficult situations.
8. Ability to verbally communicate in a clear, concise, and effective manner with diverse audiences (e.g., the public, supervisors, co-workers, judges, district attorneys).

### **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.

### **Special Personal Characteristics**

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and

incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests; work under stress and adverse conditions; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, both arms, and both legs; strength, endurance, and agility; normal hearing; normal vision (20/20) or vision corrected to normal; and weight in proportion to height.

Alcoholic Beverage Control, Department of: Requires color vision adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

### **Minimum Age**

Minimum age for appointment: 21 years

### **Peace Officer Standards**

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

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in peace officer classifications.

**Firearms Requirement:** Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to peace officer classifications.

**Background Investigation:** Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to peace officer classifications shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002 (a) (7) requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for status in peace officer classifications.

Drug Testing Requirement: Applicants for positions in these classes at some departments/agencies are required to pass a drug-screening test.

### **Behavioral Standards**

Pre-employment behavioral standards for the selection and testing of peace officer candidates have been established. While taking into account youthful indiscretion and experimentation, these standards are designed to ensure that peace officer personnel have demonstrated a history of sound judgment, maturity, and honesty, as well as a respect for and adherence to the laws of the State of California and the Law Enforcement Code of Ethics. Positions of public trust require people who have demonstrated honesty, sound judgment, personal discipline, and responsibility.

[Examples of the behavioral standards questions.](#)

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the **Investigator** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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 for this exam, because it does not meet the requirements to qualify for Career Credits.

## **EXAMINATION INFORMATION**

## [Preview of the Investigator Training and Experience Evaluation](#)

### **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.

### **TAKING THE EXAMINATION**

[Take the Investigator examination](#)

### **TESTING DEPARTMENTS**

State of California (all State of California departments)

### **CONTACT INFORMATION**

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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### **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 Department of Human Resources (CalHR) 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 12<sup>th</sup> 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.