

INSPECTOR II, DEPARTMENT OF CONSUMER AFFAIRS



CONTINUOUS PROMOTIONAL EXAMINATION

www.dca.ca.gov

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 the objective of the State of California to achieve a drug-free state workplace. 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

1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the final filing date in order to take this examination; or
2. Meet the provisions of California Code of Regulations, title 2, sections 234, 235 or 235.2; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their State Application [STD. 678]).
6. Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

HOW TO APPLY

Please complete and submit the following required documents to the address indicated below. DO **NOT** SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).

- [State Application \(STD. 678\)](#)
- [Conditions of Employment \(DCA 631 Form\)](#)

WHERE TO APPLY

MAIL OR HAND DELIVER TO:

Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (R. Kinney)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" for Question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Services Unit will contact you to make special testing arrangements.

CONTINUOUS FILING

The Examination Services Unit will accept application packages continuously throughout the year; however, they will only be processed during the administration period. Examinations are scheduled as needs warrant.

Completed applications and all required documents must be received or postmarked by the cut-off date. 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.

Applications received via hand delivery or interagency mail after 5:00 p.m. on the cut-off date will be held and processed in the next administration. State Applications must have an original signature. Applications received via fax will not be accepted.

SALARY RANGE

\$3,642.00 - \$4,515.00 per month.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the minimum qualifications stated on this announcement by the cut-off date. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

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

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year), hours worked per week, civil service class titles, and duties performed. **State Applications (STD. 678) received without this information may be rejected.** Resumes will not be accepted in lieu of a completed State Application (STD. 678).

**POSITION
DESCRIPTION**

Under general direction, to assure compliance with the provisions of the Administrative and Business and Professions Codes and (1) in an assigned geographic area or small field office, to act as a field representative of the Department, and to conduct independent inspections in all activities assigned to the Division of Investigation, Department of Consumer Affairs, including the most difficult and complex assignments; or (2) to assist an Inspector 111, Department of Consumer Affairs, in the supervision and administration of a larger district; or (3) to act as a leadperson and provide training for lower level inspection staff; and to do other related work.

**POSITION
LOCATION**

Positions exist statewide.

**MINIMUM
QUALIFICATIONS**

Either I

Experience: One year of experience performing the duties of an Inspector I, Department of Consumer Affairs, in the California state service.

Or II

Experience: Three years of experience with a governmental agency in one or a combination of the following:

1. Inspection of business establishments for compliance with laws, rules, regulations and standards.
- or
2. In law enforcement which has included some investigation work. (Equivalent to completion of two years of college with at least 12 units in police science or criminology may be substituted for two years of the required experience.)

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.)

**EXAMINATION
INFORMATION**

Education & Experience Examination – Weighted 100%

This examination will consist of an Education & Experience examination and is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

**EXAMINATION
SCOPE**

Knowledge of:

1. State laws, rules, and regulations regarding individuals and businesses licensed by various agencies with the Department of Consumer Affairs.
2. Laws of arrest and rules of evidence and procedures followed in court and administrative hearings.
3. Inspection techniques and procedures.
4. The techniques of identifying, preserving and presenting evidence.
5. Practices and problems of the barber, cosmetology, dry cleaning, furniture and bedding industry, veterinary hospitals and yacht and ship brokerage establishments.
6. Familiarity with principles and techniques of supervision and training.

Ability to:

1. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered.
2. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.
3. Speak effectively and prepare complete and concise reports.
4. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies, analyze data and draw sound conclusions.
5. Think and act quickly in emergencies.
6. Deal with the public in a courteous and fair-minded manner.

**SPECIAL
PERSONAL AND
PHYSICAL
CHARACTERISTICS**

Ability to walk long distances; willingness to work odd and irregular hours in various locations throughout the State; keenness of observation; and neat personal appearance.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Consumer Affairs. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'
PREFERENCE**

Veterans' preference is not granted in promotional exams.

CAREER CREDITS

Career credits **DO NOT** apply.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Examination Services Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8370.

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

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

GENERAL INFORMATION

The Department of Consumer Affairs 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.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Examination Services Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

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 rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

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 fingerprinting may be required.

Employment 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 this 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). The Veterans' Preference Application (CALHR 1093) is available at www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx.

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.

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 Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code section 3513.

CONDITIONS OF EMPLOYMENT

DCA 631A FORM

EXAM TITLE: INSPECTOR II, DEPT. OF CONSUMER AFFAIRS

CANDIDATE NAME: _____

POSITIONS ARE AVAILABLE THROUGHOUT THE STATE

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please check – You may check all if you are willing to accept any type of employment.

- (D) PERMANENT FULL TIME
 (R) OTHER THAN PERMANENT FULL TIME
 (A) BOTH

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

Please place a check mark (✓) next to your choices – **You will not be offered a job in locations not checked.** If more than 15 selections are made, you may be considered available for work anywhere in the State.

ANYWHERE IN THE STATE – If checked, no further selection is necessary.

8004 ANYWHERE IN THE NORTHERN REGION or select below.

- | | | |
|---|---|--|
| <input type="checkbox"/> 0400 Butte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 4600 Sierra |
| <input type="checkbox"/> 0600 Colusa | <input type="checkbox"/> 2500 Modoc | <input type="checkbox"/> 4700 Siskiyou |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2900 Nevada | <input type="checkbox"/> 5100 Sutter |
| <input type="checkbox"/> 1100 Glen | <input type="checkbox"/> 3100 Placer | <input type="checkbox"/> 5200 Tehama |
| <input type="checkbox"/> 1200 Humboldt | <input type="checkbox"/> 3200 Plumas | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1700 Lake | <input type="checkbox"/> 4500 Shasta | <input type="checkbox"/> 5800 Yuba |

8001 ANYWHERE IN THE CENTRAL REGION or select below.

- | | | |
|--|---|---|
| <input type="checkbox"/> 0100 Alameda | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4100 San Mateo |
| <input type="checkbox"/> 0200 Alpine | <input type="checkbox"/> 2400 Merced | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0300 Amador | <input type="checkbox"/> 2700 Monterey | <input type="checkbox"/> 4400 Santa Cruz |
| <input type="checkbox"/> 0500 Calaveras | <input type="checkbox"/> 2800 Napa | <input type="checkbox"/> 4800 Solano |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 4900 Sonoma |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 3500 San Benito | <input type="checkbox"/> 5000 Stanislaus |
| <input type="checkbox"/> 1000 Fresno | <input type="checkbox"/> 3800 San Francisco | <input type="checkbox"/> 5500 Tuolumne |
| <input type="checkbox"/> 2000 Madera | <input type="checkbox"/> 3900 San Joaquin | <input type="checkbox"/> 5700 Yolo |
| <input type="checkbox"/> 2100 Marin | | |

8011 ANYWHERE IN THE SOUTHERN REGION or select below.

- | | | |
|---|--|---|
| <input type="checkbox"/> 1300 Imperial | <input type="checkbox"/> 2600 Mono | <input type="checkbox"/> 4000 San Luis Obispo |
| <input type="checkbox"/> 1400 Inyo | <input type="checkbox"/> 3000 Orange | <input type="checkbox"/> 4200 Santa Barbara |
| <input type="checkbox"/> 1500 Kern | <input type="checkbox"/> 3300 Riverside | <input type="checkbox"/> 5400 Tulare |
| <input type="checkbox"/> 1600 Kings | <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 5600 Ventura |
| <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3700 San Diego | |

