



**LAW ENFORCEMENT CONSULTANT I
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

Recruitment 5PP01

Final Filing Date Extended

Department:	Commission on Peace Officer Standards and Training (POST)
Opening Date:	December 4, 2015
Closing Date:	January 8, 2016 January 26, 2016
Type of Recruitment:	Departmental Open
Salary:	Monthly Salary Range \$5,613 - \$6,974
Employment Type:	Permanent Full-time

EEO

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 and 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.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this examination announcement may apply for this examination by ~~January 8, 2016~~ **January 26, 2016**, the closing date. All applicants must meet the education and/or experience requirements as stated on this examination announcement by ~~January 8, 2016~~ **January 26, 2016**, the closing date.

FILING INSTRUCTIONS

Submit an Examination/Employment Application (STD 678) with revision date of 10/2013, which is available electronically at <http://jobs.ca.gov/Profile/StateApplication> to the Commission on Peace Officer Standards and Training (POST). Applications will not be accepted via email or FAX. Applications personally delivered, postmarked, or received via interoffice mail after ~~January 8, 2016~~ **January 26, 2016**, will not be accepted under any circumstances.

On the Examination/Employment application form (STD 678), you must **complete in its entirety the "from" and "to" dates (month/year), hours per week (time-base), and title/job classification.** Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Mail your completed Examination/Employment Application (STD 678) to:

Commission on POST
Human Resources
860 Stillwater Road, Suite 100
Sacramento, CA 95605

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements to participate in this examination, mark the appropriate box in question 2 of the Examination/Employment application or you may contact the Commission on POST, Human Resources at 916.227.3934 or 916.227.3927.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Commission on POST. The 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

All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

Experience: Two years at the level of Sergeant, in law enforcement, with full-time responsibilities in the area of program research and development, personnel, and/or training program development and implementation.

AND

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree or higher. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

This position is the first entry and journeyman level in the series. Incumbents in this class are typically assigned to specific projects associated with POST's strategic goals, given the less difficult consulting assignments within the Commission, or work closely with Law Enforcement Consultants II on difficult complex assignments. Incumbents receive general direction from a Senior Law Enforcement Consultant and may be assigned to work directly with a Law Enforcement Consultant II. Typical tasks include consulting with local government and law enforcement agency officials regarding POST's programs, issues impacting law enforcement, training, and other changes needed to keep law enforcement at its best; applying management principles, and practices in the development of new law enforcement organizations and systems; researching and writing complex management reports for statewide use; responding to highly sensitive political and legal issues; resolving complex governmental/managerial problems; directing the work of multidisciplinary committees in designing new or amending current programs; creating or promoting innovative product solutions; preparing detailed written recommendations for policy or program changes with statewide impact; developing instructional materials for law enforcement agencies, training schools, and colleges participating in Commission programs. Duties may also include consulting with and assisting local government, law enforcement, and community college officials in the development and administration of law enforcement training and education and crime prevention programs; evaluating and recommending changes to client practices in hiring, supervising, training, and management quality; evaluating and recommending changes to client operations for increased safety and decreased liability; making presentations at Commission meetings and at other public meetings; and representing the Commission at formal and informal meetings of law enforcement, academic, labor or other groups.

The positions are permanent full-time and are headquartered in West Sacramento, California. The positions are designated as CalPERS Miscellaneous Retirement. For further information regarding the retirement plan, visit www.calpers.ca.gov.

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW

This examination will consist of a Qualification Appraisal Interview weighted 100%. The interview will include a number of pre-determined, job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

It is anticipated that interviews will be held in January/February 2016.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The provisions of applicable State and Federal laws, rules, and regulations related to peace officer standards and training;
2. Current issues and problems of the California law enforcement community;
3. Contemporary law enforcement operational methods and procedures;
4. Effective training principles and methods as applied to peace officer training;
5. The principles and practices of personnel management, supervision, and selection as applied to law enforcement.

Ability to:

1. Communicate effectively with diverse groups and individuals;
2. Identify and address sensitive issues and situations;
3. Design, develop, implement, and manage major specialized training programs;

4. Research complex, statewide, program and policy issues and prepare comprehensive, sensitive, and complex documents for statewide use;
5. Establish and maintain cooperative interactions with the public, law enforcement, governmental, educational, and private sector organizations and agencies;
6. Analyze broad, complex, legal, and politically sensitive issues accurately and take appropriate action;
7. Apply management principles and practices in the development of new law enforcement organizations and systems;
8. Make comprehensive presentations at formal and informal meetings of law enforcement, academic, labor, and other special interest groups.

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 at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in developing and presenting complex law enforcement training programs. Experience with current computer and communications technologies. Four-year or advanced college degree(s) in management or public administration.

DISCLAIMER

The official California State Personnel Board class specification may be found at: <http://www.calhr.ca.gov/state-hr-professionals/pages/8527.aspx>.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Commission on POST, Human Resources, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Commission on POST, Human Resources, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 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 at www.jobs.ca.gov, local offices of the Employment Development Department, and the Commission on POST, Human Resources.

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 Commission on POST, 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/or contact the Commission on POST, Human Resources.

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.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, or www.jobs.ca.gov.

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-level 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.

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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. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street, Sacramento, CA 95811.)

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

Commission on Peace Officer Standards and Training
Human Resources 860 Stillwater Road, Suite 100 West Sacramento, CA 95605
Telephone 916.227.3934

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD Phones: 1.800.735.2929 From Voice Phones 1.800.735.2922

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