



Supervising Investigator I, Department of Motor Vehicles

Exam Code: 6MV21

Department:	Department of Motor Vehicles
Final Filing Date:	October 20, 2016
Type of Recruitment:	Departmental Promotional
Salary:	Monthly Ranged Salary - \$5,613.00 to \$7,325.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

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.

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?

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants must:

1. have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date; or
2. be a current or former employee of the Legislature, who resigned or was released from service, and with two or more consecutive years as defined in Government Code Section 18990; or
3. be a current or former non-elected exempt employee of the Executive Branch of government, who resigned or was released from service, and with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992; or
4. 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 Section 18991.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).

FILING INSTRUCTIONS

Standard State Applications (STD. 678) must be marked “**Supervising Investigator I, DMV**” and submitted by the final filing date using one of the two options below:

Postmarked by mail to:

Department of Motor Vehicles
Selection and Certification Unit

Supervising Investigator I, DMV

P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

OR

***In person by 5 p.m. to:**

Department of Motor Vehicles
Human Resources Branch
“Selection & Certification Unit Drop Box”
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

*Standard State Applications (STD. 678) **must be placed in the “Selection & Certification Unit Drop Box” by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will **not** be accepted. Standard State Applications (STD. 678) will **not** be accepted via email or fax.

Standard State Applications (STD. 678) may be downloaded at the California Department of Human Resources’ JOBS website at www.jobs.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

NOTE: If applying for this examination under Pattern II listed in the “REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION” section, transcripts or evidence of completion of the required education must be attached to the Standard State Application (STD. 678) at the time of filing. Standard State Applications (STD. 678) received without this information will be rejected unless Pattern I requirements are met.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

DEFINITION

“**Performing the duties of...**” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or TAU to the class) specified.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward “Pattern II” must include at least one year of qualifying experience performing the duties of a class with a level of responsibility comparable to that described in the promotional pattern.

Either I

Experience: Two years of experience in the California state service performing the duties of an Investigator with at least one year as an Investigator, Range C.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (CONTINUED)

Or II

Experience: Three years of experience in an investigative assignment in a government agency, one year of which must have been at a level comparable to an Investigator, Range C, **and**

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement, administration of justice, or criminology, and possession of, or eligibility for, the Peace Officer Standards and Training Specialized Supervisory Law Enforcement Certificate within 24 months of appointment.

NOTE: If applying for this examination under Pattern II listed in the "REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION" section, transcripts or evidence of completion of the required education must be attached to the Standard State Application (STD. 678) at the time of filing. Standard State Applications (STD. 678) received without this information will be rejected unless Pattern I requirements are met.

POSITION DESCRIPTION

The Supervising Investigator I, DMV, is the working supervisory level in the series. Incumbents plan, organize, train, and direct a staff of investigators assigned to a geographical area in a region; provide assistance to high-level staff in the development of policies and procedures; may be assigned to headquarters and/or other regions to assist a superior in planning, developing, and directing a major component of the investigative program; may act as liaison with related law enforcement and allied agencies; may perform other administrative duties; and prepare reports and correspondence.

Positions exist throughout California.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel Interview, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

It is anticipated that mandatory interviews will be held in **November/December 2016**.

Interviews will be conducted in Northern and Southern California.

SCOPE OF EXAMINATION

QUALIFICATIONS APPRAISAL PANEL INTERVIEW - WEIGHTED 100%

The Qualifications Appraisal Panel Interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions for a brief period of time before entering the interview room. The interview panel will evaluate the candidate's responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measures the knowledge and abilities listed below.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Administrative and criminal investigative techniques.
2. Interview and interrogation processes and procedures.
3. Provisions of the Vehicle Code, Civil Code, Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substances Act, and all State and Federal laws relating to crimes committed regarding vehicles and vessels.
4. Laws and practices related to vehicle manufacturers, dealers, dismantlers, the automotive industry and other related codes.
5. Administrative and criminal procedures.
6. Methods used in securing and preserving of evidence.
7. General training techniques and methods as applied to peace officer training.
8. Laws of arrest.
9. Search and seizure.
10. Principles and techniques of supervision.
11. Advanced training techniques and methods as applied to peace officer training.
12. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

KNOWLEDGE AND ABILITIES (CONTINUED)

B. Ability to:

1. Develop techniques, methods, and skills required in the conducting of administrative and criminal investigations.
2. Apply laws and rules of evidence to specific situations.
3. Gather and analyze facts and evidence and present such evidence as required.
4. Analyze situations accurately and take effective action.
5. Participate actively in surveillance operations.
6. Interview and interrogate.
7. Effect arrests.
8. Effectively control informants, paid operatives, and confidential informants.
9. Appear as an expert witness.
10. Use and maintain firearms.
11. Serve subpoenas.
12. Write and execute search warrants and subpoena duces tecum.
13. Prepare accurate investigation reports.
14. Establish and maintain cooperative working relationships.
15. Communicate effectively.
16. Effectively make use of computerized data and discern patterns of fraud.
17. Provide technical advice and assistance to appropriate law enforcement and allied agencies.
18. Plan and conduct the most difficult, complex, and sensitive administrative and criminal investigations.
19. Effectively supervise the work of a team of investigators and other administrative personnel.
20. Independently direct a special project or assignment.
21. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PHYSICAL CHARACTERISTICS

Good health, emotional maturity, and stability; sound physical condition; strength, endurance, and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; and weight proportional to age and height.

ADDITIONAL DESIRABLE CHARACTERISTICS

In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level is desirable.

MINIMUM AGE

Minimum age requirement at time of 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 these classes.

PEACE OFFICER STANDARDS (CONTINUED)

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 these 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 these classes.

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 a peace officer class 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 a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

VETERANS' PREFERENCE

Veterans' Preference **will not** be granted for this examination, because it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:
<https://jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 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 three days prior to his/her 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.

Standard State Applications (STD. 678) are available at www.jobs.ca.gov, local offices of the Employment Development Department, and the testing department on this examination bulletin.

If you meet the requirements stated on this 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 predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the state, 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.

GENERAL INFORMATION (CONTINUED)

General Qualifications: Candidates shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely. 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.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

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 at 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 Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from 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; or 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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California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT