



SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)

OPEN, NON-PROMOTIONAL

Exam Code: 6TR03

Department:	Caltrans
Bulletin Release Date:	March 3, 2016
Final Filing Date:	March 25, 2016
Salary:	\$5,613.00 to \$6,975.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Supervising Special Investigator I (Non-Peace Officer)** examination. Employment from this examination may be offered in Oakland (District 4), Los Angeles (District 7), San Diego (District 11), Irvine (District 12) and Sacramento County.

Candidates may only establish eligibility in the locations listed above.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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 work place. All applicants will be expected to behave in accordance with this objective, as 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?

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

Under direction, either (1) in an assigned area, to direct a staff of Special Investigators I or Special Investigators I (Non-Peace Officer) in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist a superior in planning and directing a major investigation program, and to act for him/her in his/her absence; to make difficult investigations; and to do other related work.

Employees in this class are typically first-line supervisors in charge of an assigned area with a crew of Special Investigators. In addition to direct supervision, they may personally participate in difficult or complex investigations.

ELIGIBLE LIST INFORMATION

An Open, Non-Promotional statewide eligible list will be established for Caltrans in San Francisco (District 4), Los Angeles (District 7), San Diego (District 11), Irvine (District 12) and Sacramento County. 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 for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California state service.

OR

Two years of experience performing the duties of a Special Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in the California state service.

OR

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases.

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.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/8548.aspx>

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated that the Training & Experience Evaluation Questionnaire will be mailed in April 2016.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Investigation types, techniques, and procedures to carry out investigation duties in the most efficient and effective manner
2. Directing others in the performance of investigatory work to ensure investigations are carried out in accordance to Caltrans standards and regulations
3. Rules of investigatory work and evidence based on Caltrans process and procedures
4. Rules of court procedures to ensure investigations are carried out in accordance to Caltrans, State, Federal, and local standards and regulations
5. Principles of identification, preservation, and presentation of evidence to ensure evidence is properly maintained and can be referenced for investigative work
6. Resources in locating individuals who are involved in the investigative work
7. Methods of investigating through Information Technology Systems (ITS)
8. Interviewing techniques to obtain pertinent information for the investigation
9. Duties of Federal, State, and local law enforcement agencies to properly refer questions and information to the appropriate sources

10. Interpreting and applying to specific cases the provisions of the laws, rules, policies, or regulations enforced or administered
11. Program planning and evaluation
12. Principles and techniques of personnel management and supervision to ensure staff of investigators are properly directed
13. Manager's/supervisors 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 to ensure well-being of staff and others
14. Manager's/supervisors role for promoting safety, health, and labor relations to ensure the well-being of staff and others

Skill in:

1. Planning, organizing, and directing investigations to ensure investigations are carried out in the most effective and efficient manner

Ability to:

1. Direct the actions of others in the performance of complete and accurate investigatory work
2. Interpret and apply laws, rules, or regulations enforced or administered to make appropriate determinations and policies
3. Supervise a staff of investigators to ensure proper carryout of staff duties
4. Review investigators work/analysis to determine if evidence supports their fact-finding/determinations
5. Communicate effectively and professionally (externally and internally) to ensure proper relay of information
6. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies
7. Analyze situations accurately, reason logically, and make clear decisions regarding investigative work
8. Think, act quickly, and adopt an effective course of action when dealing with time sensitive investigative duties
9. Effectively promote the Equal Employment Opportunity (EEO) policy and maintain a work environment that is free of discrimination and harassment
10. Train subordinates in all aspects of investigative work
11. Prioritize tasks and manage deadlines in order to carry out duties in an efficient manner
12. Maintain sensitive information regarding investigative work to ensure confidentiality

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will be granted in this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-5189.

GENERAL INFORMATION

For an examination without 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.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

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 testing department 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.

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

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, 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: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

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 requirement 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 application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

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

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office

of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.