



State of California

Commission on  
**Peace Officer Standards and Training**

Examination Bulletin

860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630

# LAW ENFORCEMENT CONSULTANT I

## OPEN EXAMINATION CONTINUOUS

[www.post.ca.gov](http://www.post.ca.gov)

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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

Applicants who meet the minimum qualifications by the announced cut-off dates in the Continuous Filing section of this examination bulletin and who have not taken the examination in the last 12 months may take this examination.

### HOW TO APPLY

To apply for this examination, please complete and submit the following:

- [STANDARD STATE APPLICATION \(FORM STD 678\)](#)
- Official school transcripts: Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.

**THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**MAILING ADDRESS:**

POST

Attn: Human Resources  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630

**FILE-IN-PERSON:**

POST

860 Stillwater Road, Suite 100  
West Sacramento, CA 95605

**CONTINUOUS FILING**

Continuous Filing Exam – Applications are accepted on a continuous basis and processed on a monthly basis. Examination cut-off dates are as follows:

- **January 31, 2024**
- **February 29, 2024**
- **March 31, 2024**
- **April 30, 2024**
- **May 31, 2024**
- **June 30, 2024**
- **July 30, 2024**
- **August 31, 2024**
- **September 30, 2024**
- **October 31, 2024**
- **November 30, 2024**
- **December 31, 2024**

Applications postmarked or personally delivered after the cutoff-off date will be held and processed with the next cut-off date.

**SALARY RANGE**

As of January 1, 2024: \$10,596.00 - \$11,230.00 per month

The salaries used in this bulletin are the latest available from the State Controller's Office but may not reflect the most recent salary adjustment.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address. **Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

**NOTE:** All applications must include: "to" and "from" dates (mm/dd/yyyy), time base and applicable classification titles. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD 678).

## 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 INFORMATION

This class is the first entry and journey person 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.

**Positions are headquartered in West Sacramento, California.**

**This classification is designated as CalPERS Miscellaneous Retirement. For further information regarding the retirement plan, visit [www.calpers.ca.gov](http://www.calpers.ca.gov).**

## EXAMINATION INFORMATION

This examination utilizes an evaluation of education and experience (E&E) weighted 100% and is based solely upon information provided within the application. Information provided within the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken when submitting a complete description of your education, experience, and training relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

## EXAMINATION SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

### **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.

### **Additional Desirable Qualifications:**

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

### **ELIGIBLE LIST INFORMATION**

Names of successful competitors are merged onto a departmental open list established for use by the Commission on POST, in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

**NOTE:** Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

### **VETERANS' PREFERENCE**

Veterans' Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veterans' Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Veterans who have achieved permanent civil service status are not eligible to receive veteran's credits.

### **CAREER CREDITS**

Career credits do not apply to this examination.

### **CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact the Commission on POST, Human Resources Office at (916) 227-2085.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

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

## GENERAL INFORMATION

**The Commission on POST** 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 candidates will be notified.

**It is the candidate's responsibility** to contact the Commission on POST, Human Resources Office at (916) 227-2085 four weeks after submission if a progress notice is not received.

**Applications are available at** local offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)), the Commission on POST, Human Resources Office and at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on this examination bulletin, you may take this examination. Possession of the entrance requirements does not assure success in the exam or placement on the employment list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**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. All lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 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 CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://www.calhr.ca.gov/Documents/CalHR-1093.pdf>, and the Department of Veterans Affairs at <https://www.calvet.ca.gov/>.

**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 civil 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, Sacramento)

Commission on POST  
Human Resources Office  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605  
(916) 227-2085

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

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