



State of California

Commission on
Peace Officer Standards and Training

Examination Bulletin

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

SENIOR LAW ENFORCEMENT CONSULTANT

OPEN EXAMINATION
CONTINUOUS FILING

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 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.

POSITION INFORMATION

The Senior Law Enforcement Consultant is the first full supervisory level within the Commission. Incumbents, under the direction of an Assistant Executive Director, plan, organize, and direct the operations of a designated bureau within a major division of POST. These bureaus typically provide a consultative service in law enforcement training and education program development, a consultative service in the operation and management of law enforcement programs, or an inspection service of law enforcement training and education programs for compliance to State laws and regulations or a comparable program. Incumbents may also be assigned non-bureau chief responsibility of coordinating and directing the work of a major special project assigned to the Commission.

SALARY RANGE

As of July 1, 2017: \$8,488.00 - \$9,640.00 per month.

EXAMINATION INFORMATION AND CONTINUOUS FILING

This examination utilizes a Training & Experience (T&E) Questionnaire, weighted 100%. The T&E Questionnaire will be used to assess your experience, training, and/or education as it relates to the position of Senior Law Enforcement Consultant. In order to obtain list eligibility, a minimum of 70% must be attained.

ELIGIBLE LIST INFORMATION

Examination application packages will be accepted continuously throughout the year and will be scored at the end of every month. Once you have taken the examination, you may not retest for six **(6) months** from the established list date.

The eligible list resulting from this exam will be used by POST to fill existing and/or future vacancies. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.



Bulletin Release Date: 10/23/17

WHO MAY TAKE THE EXAMINATION

All applicants who meet the education and/or experience requirements as stated below may take the examination.

MINIMUM QUALIFICATIONS

Either I

One year of experience performing the duties of a Law Enforcement Consultant II, Commission on Peace Officer Standards and Training, in the California state service.

Or II

Experience: Three years of responsible administrative, supervisory, or equivalent staff level experience at the Lieutenant level or higher in law enforcement, including or supplemented by at least two years of responsibility in either training, personnel, management, or a closely related area.

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.)

HOW TO APPLY AND TEST

Please submit the Examination/Employment Application (STD. 678) and the T&E Questionnaire to the address indicated below. Only examination application packages with an original signature will be accepted. **THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION. DO NOT SUBMIT EXAMINATION APPLICATION PACKAGES TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).** Examination application packages will not be accepted via email and/or fax.

MAILING ADDRESS:

Commission on Peace Officer Standards and Training (POST)
Attn: Human Resources
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

FILE-IN-PERSON

Commission on Peace Officer Standards and Training (POST)
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
8:00 am – 5:00 pm

[CLICK HERE TO ACCESS THE EXAMINATION/EMPLOYMENT APPLICATION \(STD. 678\).](#)

[CLICK HERE TO ACCESS THE TRAINING & EXPERIENCE QUESTIONNAIRE.](#)

VETERANS PREFERENCE

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score.

CAREER CREDITS

Career credits do not apply to this examination, because it does not meet the requirements to qualify for Career Credits.



EXAMINATION SCOPE

Ratings will be determined based on your experience, training, and/or education as it relates to the position of Senior Law Enforcement Consultant. 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.

Knowledge of: In addition to the above, Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: In addition to the above, plan and direct the work of others; effectively contribute to the Department's affirmative action objectives.

Special Personal Requirements:

1. 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.
2. Eligibility for the California POST Management Certificate; and broad range of middle management experience in California law enforcement.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact the Commission on POST, Human Resources Office at (916) 227-3934.

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) 227-3934 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), the Commission on POST, Human Resources Office and at 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://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>, 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).

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