



SPECIAL INVESTIGATOR ASSISTANT

EXAM CODE: 8BP14

CLASS CODE: 8611

Department: DEPARTMENT OF SOCIAL SERVICES
Final Filing Date: CONTINUOUS FILING
Exam Type: DEPARTMENTAL OPEN
Salary: MONTHLY SALARY RANGE - \$3,329.00 - \$3,897.00
Location: STATEWIDE

EQUAL EMPLOYMENT OPPORTUNITY

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(s), 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 place in public servants.

WHO SHOULD APPLY

This is a Departmental OPEN examination for the California Department of Social Services. Anyone who meets the minimum qualifications as stated on this examination bulletin may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

Applicants must submit both the [State Examination/Employment Application \(Std. 678\)](#), unofficial college transcripts, and Qualifications Assessment found at the end of this examination bulletin, by mail or in person to:

FILE BY MAIL:

California Department of Social Services
Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

NOTE: Only applications with the original signature will be accepted. Facsimile (FAX) or e-mailed applications will not be accepted under any circumstances.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box for Question 2 on the State Examination/Employment Application (Std. 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An eligible list will be established for use by the California Department of Social Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires twelve (12) months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the examination to re-establish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications must include: “to” and “from” dates (month/day/year), time base, hours per week, civil service or private sector titles, and the duties performed. Applications without this information may be rejected from this examination. If using education to qualify, applicant must include copies of transcripts and/or copy of required degree. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science. (Students who have completed at least 30 semester units of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units before they can be considered eligible for appointment.)

NOTE: Applicants must submit a copy of their unofficial college transcripts along with the application when using education to meet the entrance requirements for this examination.

POSITION DESCRIPTION

Under close supervision as a learner and worker, to assist with the more routine phases of licensing and enforcement investigations, to assist in locating and interviewing witnesses and persons suspected of violations, to assist in obtaining and presenting facts and evidence to support administrative action or prosecution; to participate in training in order to learn the work of the department to which assigned; and to do other related work.

EXAMINATION INFORMATION

Qualifications Assessment Application – Weighted 100%

The examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT MAY BE DISQUALIFIED.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Investigation techniques and procedures.
2. Rules of evidence and court procedures.
3. Laws of arrest, search and seizure.
4. Legal rights of citizens.
5. Service of legal process.

B. Ability to:

1. Interpret and apply laws and regulations to specific situations.
2. Gather and analyze facts and evidence.
3. Reason logically, draw valid conclusions, and make appropriate recommendations.
4. Communicate effectively.
5. Prepare written documents and accurate detailed investigation reports clearly and concisely.
6. Follow written and oral instructions.
7. Participate effectively in investigations and interviews.
8. Establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others.

VETERANS' PREFERENCE AND CAREER CREDITS

Veterans' Preference will be granted for this examination. Career Credits will not be granted for this examination.

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

CLASSIFICATION SPECIFICATION

Please click on the link below to review the official California Department of Human Resources (CalHR) classification specification.

[Special Investigator Assistant](#)

CONTACT INFORMATION

California Department of Social Services
Attention: Examinations Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430
examinations@dss.ca.gov

California Relay Service for the Deaf or Hearing Impaired from TDD phones call 1-800-735-2929 or from voice phones call 1-800-745-2922.

GENERAL INFORMATION

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.

It is the candidate's responsibility to contact the CDSS Examinations Unit at examinations@dss.ca.gov within three weeks after submitting an application if he/she has not received a progress notice.

The Department of Social Services 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.

Applications are available at the CalHR's website at <https://jobs.ca.gov/pdf/std678.pdf>, Employment Development Department offices and the California Department of Social Services.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

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

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. 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.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

TAKING THE EXAMINATION

Please take the Qualifications Assessment examination on the following page. Once completed, print, sign and mail it to the address stated in the Filing Instructions section above along with the completed and signed State Application STD. 678. Both documents must be submitted in order to be considered. After receipt of the completed examination, it will be scored and a notification of results letter will be mailed within approximately three weeks.



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
QUALIFICATIONS ASSESSMENT
SPECIAL INVESTIGATOR ASSISTANT

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Special Investigator Assistant classification, with the California Department of Social Services (CDSS). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDSS locations/facilities statewide to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided on this Qualifications Assessment Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the list resulting from this examination, and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me which could result in dismissal.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home/Work Phone Number: _____

Signature: _____ Date: _____

Your completed Qualification Assessment must include your original signature. Print and keep a copy of the completed Qualification Assessment for your records. Applicants must submit the [State Examination/Employment Application \(STD. 678\)](#) copy of unofficial college transcripts and Qualification Assessment by mail or in person to:

FILE BY MAIL:

California Department of Social Services
Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

CONDITIONS OF EMPLOYMENT:

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION(S) YOU ARE WILLING TO WORK

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU MAY BE OFFERED A JOB ONLY IN LOCATIONS THAT YOU MARK.

- ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary.*
- | | |
|---|---|
| <input type="checkbox"/> ALAMEDA County | <input type="checkbox"/> RIVERSIDE County |
| <input type="checkbox"/> BUTTE County | <input type="checkbox"/> SACRAMENTO County |
| <input type="checkbox"/> FRESNO County | <input type="checkbox"/> SANTA CLARA County |
| <input type="checkbox"/> LOS ANGELES County | |

TYPE OF APPOINTMENT YOU WILL ACCEPT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE – SELECTING “(A) Any” MEANS YOU ARE WILLING TO ACCEPT ANY TYPE OF APPOINTMENT.

- | | |
|---|--|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (K) Limited-Term Full-Time |
| <input type="checkbox"/> (V) Permanent Part-Time | <input type="checkbox"/> (W) Limited-Term Part-Time |
| <input type="checkbox"/> (T) Permanent Intermittent | <input type="checkbox"/> (X) Limited-Term Intermittent |

GENERAL EXAMINATION INSTRUCTIONS:

This process is the entire examination for the SPECIAL INVESTIGATOR ASSISTANT classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score for this examination.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualification Assessment will be subject to verification at any time during the examination process, hiring process and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process.
- Removal from the eligible list.
- Loss of State employment.
- Loss of rights to compete in any future State examinations.

EXAMINATION INSTRUCTIONS:

This examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

Using the rating scale(s) provided, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science. (Students who have completed at least 30 semester units of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units before they can be considered eligible for appointment.)

Do you have at least two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science? **YES** **NO**

If **YES** on item #1, complete the following:

University or College: _____

Address: _____

Course of study: _____

Semester Units completed _____

Quarter Units completed _____

If **NO** on item #1, do you have at least 30 semester units of college completed?

University or College: _____

Address: _____

Course of Study: _____

Semester Units Completed: _____

Quarter Units Completed: _____

SECTION II: KNOWLEDGE ASSESSMENT

INSTRUCTIONS:

To respond appropriately to items 1 - 7, rate your level of knowledge by checking the appropriate box that best describes your level of knowledge for each item.

<p><u>Definition of Levels:</u></p> <p><u>Extensive Knowledge:</u> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.</p> <p><u>Moderate Knowledge:</u> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully.</p> <p><u>Basic Knowledge:</u> I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p><u>No Knowledge:</u> I possess no knowledge and I have not applied this knowledge.</p> <p>ITEMS:</p>	LEVEL OF KNOWLEDGE			
	Extensive Knowledge	Moderate Knowledge	Basic Knowledge	No Knowledge
1. Legal processes and procedures.				
2. Microsoft Word.				
3. Excel.				
4. PowerPoint.				
5. Outlook.				
6. Investigative techniques.				
7. Investigative procedures.				

**THIS CONCLUDES THE QUALIFICATIONS
 ASSESSMENT FOR THE
 SPECIAL INVESTIGATOR ASSISTANT**
Please refer to page one for mailing instructions