



**DEPUTY CHIEF,
INVESTIGATIONS AND ENFORCEMENT,
DEPARTMENT OF CONSUMER AFFAIRS**

Examination Code: 9CAEE

Department: Department of Consumer Affairs (DCA)

Examination Type: Departmental Open

Final Filing Date: Continuous Filing

CLASSIFICATION DETAILS

Salary – \$10,873.00 - \$13,596.00 per month.

The salary stated in this bulletin may not reflect all pay raises or any additional bonuses.

For more information, view the [classification specification](#).

APPLICATION INSTRUCTIONS

Application Requirements

Your completed Examination/Employment Application (STD. 678 or application) must include: to and from dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed application.

Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the minimum requirements does not assure a place on the eligible list.

Applications must have an original signature. Your signature on the application indicates that you have read, understood, and possess the minimum qualifications required.

Cut-off Dates and Timely Filing

Applications are accepted continuously throughout the year and will be processed during the administration period following the cut-off dates listed below:

- March 15, 2024
- July 15, 2024
- November 15, 2024

Completed applications and all required documents must be received or postmarked by the cut-off date. Applications postmarked after the cut-off or received via hand delivery or interagency mail after 5:00 p.m. on the cut-off date will be held and processed in the next administration period. Postmark dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing. Applications must have an original signature. Applications received via email or fax will not be accepted.

Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for 9 months.

How to Apply

Complete and submit the following required documents to the address indicated below. Do not submit documents to the California Department of Human Resources (CalHR).

- [Examination/Employment Application \(STD. 678\)](#)
- [Training & Experience Examination](#)
- Proof of Advanced POST Certificate and education, if applicable (copies are acceptable for the purpose of the examination)

Where to Apply

You may send your application package by mail or hand deliver to:

Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (T.Patel)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

Indicate the examination title on your application.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, mark "yes" for Question #10 on the STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Services Unit will contact you via telephone or mail to make arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Certificate: Possession of an Advanced Certificate issued by the Commission on Peace Officer Standards and Training.

Either I

in the California state service either:

1. One year of experience performing the duties of a Supervising Investigator II, Department of Consumer Affairs. or
2. Two years of experience performing the duties of a Supervising Investigator I, Department of Consumer Affairs. or
3. Two years of experience performing the duties of a Supervising Special Investigator II. or
4. Three years of experience performing the duties of a Supervising Special Investigator I. or
5. Three years of increasingly responsible experience in the Department of Consumer Affairs or its regulatory agencies in an investigative or related law enforcement program performing executive, administrative or supervisory duties involving policy recommendations, preparation of administrative reports, and public relations in a class with a salary range not less than Supervising Special Investigator II.

Or II

Experience: Five years of increasingly responsible administrative or supervisory experience in an investigative or related law enforcement program of a governmental regulatory agency with duties involving policy recommendations, preparation of administrative reports, and public relations. (Experience in

California state service applied toward this requirement must include three years performing the duties in a class comparable to Supervising Special Investigator I.) **and**

Education: Equivalent to graduation from college with a major in criminal justice administration, public administration, or related subject. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Under general direction, in the Department of Consumer Affairs, assist the Chief, Division of Investigation, or the Deputy Executive Director, Discipline and Monitoring (Medical Board of California), to plan, organize and direct the field investigative and headquarters staff work of the Division of Investigation or enforcement program of the Medical Board of California; to act for the Chief in his/her absence; and to do other related work.

POSITION LOCATION

Spot location for Sacramento county only. Position reports to the Division of Investigation, Department of Consumer Affairs.

EXAMINATION SCOPE

Training & Experience Examination – Weighted 100%

This examination consists of a Training & Experience examination and is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, each examination component will be measuring each applicant's:

Knowledge of

1. Investigative procedures and techniques, rules of evidence, court and administrative hearing procedures, and directing the work of others in investigatory work.
2. Public administration principles and practices, including organization, personnel management and training, and problems involved in operating a large governmental organization.

3. Activities, organization and purposes of the Department of Consumer Affairs and its administrative and operational units.
4. Provisions of the Business and Professions Code pertaining to discipline of licenses and agencies within the Department of Consumer Affairs, the Consumer Affairs Act and current avenues of consumer redress, methods of operation regarding law enforcement agencies in California and police communication.
5. Department's Affirmative Action Program and Equal Employment Opportunity Program objectives.
6. Supervisor's role in the Affirmative Action and Equal Employment Opportunity Programs and the processes available to meet affirmative action and equal employment opportunity objectives.

Ability to

1. Plan, organize, and direct the work of others.
2. Secure the cooperation of individuals, organizations, and agencies affected by provisions of law administered by the Department of Consumer Affairs.
3. Analyze situations and data accurately and take effective action.
4. Coordinate investigation and consumer protection work with related Federal, State, and local agencies, and establish and maintain cooperative relations with those agencies, consumer, industry and professional groups, and public relations media.
5. Communicate effectively.
6. Effectively contribute to the department's affirmative action and equal employment opportunity objectives.

FELONY INFORMATION

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

CITIZENSHIP REQUIREMENT

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must either be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for DCA. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Code sections 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list. Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference.

Veterans status is verified by the CalHR. Information on this program and the Veterans' Preference Application (CALHR 1093) can be found on the [CalHR Veterans Information webpage](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits DO NOT apply.

PREPARING FOR THE EXAMINATION

Below is a list of information you may want to have available prior to completing your examination application package.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Training & Experience Examination: If you meet the minimum qualifications for this classification, your responses to the questions and statements on the Training & Experience Questionnaire Examination will be scored against predetermined rating criteria. You will *not* appear to take an examination.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please reference your name, the examination title and contact us at:

Department of Consumer Affairs
Examination Services Unit
1625 North Market Blvd., Suite N-321
Sacramento, California 95834
Phone: (916) 574-8370

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice).

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

Department of Consumer Affairs website: www.dca.ca.gov

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

GENERAL INFORMATION

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

DCA 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 applicants will be notified.

It is the candidate's responsibility to contact the DCA, Examination Services Unit, at (916) 574-8370 three weeks after the cut-off date if he/she has not received a progress notice.

Examination Locations (when applicable): Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In 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 list must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code sections 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. The Veterans' Preference Application (CALHR 1093) is available on the CalHR Veterans Information webpage.

High School Equivalence: 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 the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classifications, substitution of business college work in place of high school on a year-for-year basis.

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.

**TRAINING AND EXPERIENCE EXAMINATION
DEPUTY CHIEF, INVESTIGATIONS & ENFORCEMENT,
DEPARTMENT OF CONSUMER AFFAIRS**

GENERAL INSTRUCTIONS

Thank you for your interest in California state civil service employment. The state of California is an Equal Employment Opportunity employer. The Deputy Chief, Investigations & Enforcement, Department of Consumer Affairs examination will consist of the attached Training and Experience Examination (T&E) that will be used to evaluate your experience, education, and training.

This T&E is the examination and will account for 100% of your score. It is important that you fill out the T&E completely. **Questions without a response will not be scored.** Your responses should be an accurate reflection of your experience, education, and training.

To apply for this examination, you must submit a complete examination application package. Missing information may delay the processing of your examination.

The following documents must be included in your examination application package:

- [Examination/Employment Application \(STD. 678\)](#)
- Proof of Advanced POST Certificate and education, if applicable (copies are acceptable)
- [Affirmation Statement](#)
- [Training and Experience Examination](#)

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

**California Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (T. Patel)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834**

Upon receipt of your completed examination application package, documents become confidential information and are the property of the Department of Consumer Affairs, Examination Services Unit. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and T&E is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of state employment
- Loss of rights to compete in any future state examinations

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
AFFIRMATION STATEMENT**

THIS AFFIRMATION MUST BE COMPLETED

Government Code section 18935:

(a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (1) Lacks any of the requirements for the examination or position for which he or she applied.
- (2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
- (3) Has resigned from any position not in good standing in order to avoid dismissal.
- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
- (5) Has been found to be unsuited or not qualified for employment pursuant to rule.

(b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

NAME (PRINTED): _____

DATE: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

**TRAINING AND EXPERIENCE EXAMINATION
DEPUTY CHIEF, INVESTIGATIONS & ENFORCEMENT,
DEPARTMENT OF CONSUMER AFFAIRS**

Applicant's Name:_____ **Date:** _____

This Training and Experience (T&E) examination will be used to evaluate your experience, education, and training. This is a scored examination and will account for 100% of your rating. It is important to complete the examination accurately. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

SECTION I - MINIMUM QUALIFICATIONS

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" in the appropriate box related to your education and/or experience.

License Requirement	Yes	No
1. Do you have possession of an Advanced Certificate issued by the Commission on Peace Officer Standards and Training? AND	<input type="checkbox"/>	<input type="checkbox"/>
Pattern I	Yes	No
1. Do you have one year of experience performing the duties of a Supervising Investigator II, Department of Consumer Affairs? OR	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have two years of experience performing the duties of a Supervising Investigator I, Department of Consumer Affairs? OR	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have two years of experience performing the duties of a Supervising Special Investigator II? OR	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have three years of experience performing the duties of a Supervising Special Investigator I? OR	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have three years of increasingly responsible experience in the Department of Consumer Affairs or its regulatory agencies in an investigative or related law enforcement program performing executive, administrative or supervisory duties involving policy recommendations, preparation of administrative reports, and public relations in a class with a salary range not less than Supervising Special Investigator II?	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION I - MINIMUM QUALIFICATIONS CONTINUED

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" in the appropriate box related to your education and/or experience.

Patten II	Yes	No
<p>1. Do you have five years of increasingly responsible administrative or supervisory experience in an investigative or related law enforcement program of a governmental regulatory agency with duties involving policy recommendations, preparation of administrative reports, and public relations (Experience in California state service applied toward this requirement must include three years performing the duties in a class comparable to Supervising Special Investigator I.)? AND</p> <p>Education: Equivalent to graduation from college with a major in criminal justice administration, public administration, or related subject. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>	<input type="checkbox"/>	<input type="checkbox"/>

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ITEMS IN THE FOLLOWING SECTIONS WILL BE SCORED AND USED TO DETERMINE YOUR FINAL RATING.

SECTION II – SPECIALIZED EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-5+ yrs	6+ yrs
1. Knowledge of investigative procedures and techniques, including rules of evidence, court and administrative hearing procedures, and directing the work of others in investigatory work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of public administration principles and practices, including organization, personnel management and training, and problems involved in operating a large governmental organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of activities, organization and purposes of the Department of Consumer Affairs and its administrative and operational units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of provisions of the Business and Professions Code pertaining to discipline of licenses and agencies within the Department of Consumer Affairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of current avenues of consumer redress and methods of operation regarding law enforcement agencies in California.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of a Department's Equal Employment Opportunity program objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of a supervisor's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to plan, organize, and direct the work of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to secure the cooperation of individuals, organizations, and agencies affected by provisions of law administered by a California law enforcement agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ability to analyze situations and data accurately and take effective action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TRAINING AND EXPERIENCE EXAMINATION
DEPUTY CHIEF, INVESTIGATIONS & ENFORCEMENT,
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SECTION II – SPECIALIZED EXPERIENCE CONTINUED

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-5+ yrs	6+ yrs
11. Ability to coordinate investigations and consumer protection work with related federal, state, and local agencies and establish and maintain cooperative relations with those agencies, consumer industry and professional groups, and public relations media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to communicate effectively with management and subordinates, law enforcement agencies, members of the public, and other governmental entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ability to effectively contribute to a Department's Equal Employment Opportunity objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TRAINING AND EXPERIENCE EXAMINATION
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SECTION III – TASK EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-5+ yrs	6+ yrs
1. Planning, organizing, and directing field investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Planning, organizing, and directing staff performing internal affairs investigations, employee quality control, and training and procedural development for the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Establishing procedures to maintain uniform application and interpretation of the laws, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Establishing uniform standards for consistency in investigative programs, including policies, procedures and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Evaluating the performance of staff and taking or recommending appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Developing and maintaining cooperative working relationships with federal, state, and local law enforcement agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicating with attorneys and administrators on problems requiring policy decisions and legal opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Managing a program responsible for internal affairs and employee background investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Advising and/or assisting upper management in the development of program policy and procedures related to investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assisting in formulating the budget and make recommendations to upper management regarding personnel, equipment, facilities, and other resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Speaking on behalf of a law enforcement agency at formal and informal hearings and public meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Acting for the Chief Executive in his or her absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assisting the Chief Executive in the maintenance of departmental and program statewide policy standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Advising staff members on administrative problems and departmental and program policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION III – TASK EXPERIENCE CONTINUED

Please indicate your years of experience in the following areas by placing an "X" in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-5+ yrs	6+ yrs
15. Assisting in gathering of information and statistics for fiscal and budgetary control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Coordinating investigative programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Developing and giving presentations to members of the public or other governmental entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>