



SPECIAL AGENT-IN-CHARGE

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 9CE01
Final Filing Date: July 10, 2020

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.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:

\$10,764.00 - \$12,318.00 per month

View the revised [classification specification](#) for the Special Agent-In-Charge classification, which was approved by the State Personnel Board on May 7, 2020. Although this has not yet been updated on the California Department of Human Resources' website, this is the revised classification specification for the Special Agent series.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** [Criminal Record Supplemental Questionnaire](#)

By mail to:

**Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 211S**

For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (STD. 678).

If you are personally delivering your application and Criminal Record Supplemental Questionnaire, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the final filing date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Criminal Record Supplemental Questionnaires are available at CDCR's internet website at [CDCR Career Opportunities](#) or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

July 10, 2020 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

TEST DATE

It is anticipated that Qualifications Appraisal Interviews will be held during **September/October 2020**.

MINIMUM QUALIFICATIONS

- Possess a valid driver's license prior to appointment;
- Have qualifying peace officer experience consistent with Penal Code section 830, and specifically defined in one of the following Penal Code sections: 830.1, 830.2, 830.3, subdivisions (a), (c), (d), (f), (h), (i), (k), (p), (q), or (s), 830.33, subdivision (a), 830.38, subdivision (a), or 830.5 to meet the minimum qualifications.

Education requirements for all levels may be substituted with additional qualifying experience on a year-for-year basis.

Candidates who are within six months of satisfying the experience requirement for this class series will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Education: Equivalent to graduation from an accredited college with a bachelor's degree; **and**

Either 1

Experience: Two years of experience in the California state service performing the duties of a classification with a level of responsibility equivalent to Senior Special Agent;

Or 2

Experience: Ten years of experience as a peace officer in a California State or local governmental agency. Experience applied toward this pattern must include at least six years of full-time work performing increasingly responsible investigative duties* in an investigative unit, or in a specialized unit or taskforce, and two years of experience in a supervisory capacity at a level of responsibility comparable to a Senior Special Agent.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree. **When using education and/or specific course work to meet the minimum qualifications, you must provide a copy of unofficial transcripts along with your application.**

Definition of Investigative Duties to Meet Minimum Qualifications for All Patterns: In order to meet the minimum qualifications, investigative experience must have been in an investigative unit, or in a specialized unit or task force, performing duties such as: apprehend and arrest suspects; develop field operation/investigation plans, and safely execute them; develop relationships with informants; examine a variety of records to locate links in chains of evidence or information; gather in-depth background data and information; identification and surveillance of suspected criminal activity and location; identify, gather, preserve, verify, and analyze pertinent records and all types of evidence including photographs and taking measurements and drawing diagrams/sketches; identify, locate, and interview/interrogate suspects or witnesses and analyze their testimony; investigate complaints of civil, criminal, and/or administrative misconduct; monitor electronic surveillance equipment; plan, coordinate, and participate in law enforcement actions involving criminal suspects, and work undercover as well as participate in covert investigations and raids; prepare the case for legal proceedings and/or testify in court proceedings; report facts and statements; work with other law enforcement agencies and the courts; write and serve search warrants and administrative subpoenas; and, write arrest and investigative reports.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS

No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally-included persons and environments in performance of duties; willingness to work under-cover and participate in covert moving, stationary, and aerial surveillance; willingness to utilize a variety of weaponry, including shotgun and tear gas; willingness to pursue violent repeat offenders and affect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

SPECIAL PHYSICAL CHARACTERISTICS

Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties in these classes.

POSITION DESCRIPTION AND LOCATION(S)

The **Special Agent-In-Charge** is the full managerial level responsible for planning, organizing, and directing investigations in the department's designated regional offices or headquarters. The area of responsibility is to be sufficiently large and complex as to require a minimum of two subordinate supervisors. These positions are distinguished from Senior Special Agents based upon the span of control, level, and classification of subordinates, program complexity, and responsibility.

Position(s) exist in Sacramento, Bakersfield, and Rancho Cucamonga.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview may be conducted via a computer-based video/voice chat telecommunications application, such as Skype. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. The department's mission, activities, laws, rules, and regulations.
2. Provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures.
3. Investigative operational plans.
4. Gang management.
5. Criminal and Administrative investigation techniques and procedures.
6. Interrogate, interview, information, and intelligence gathering processes and procedures.
7. Principles, procedures, and recent trends in corrections and parole administration.
8. Illegal drugs, controlled substances, paraphernalia, packaging, trafficking, and addiction
9. Laws of arrest.
10. Constitutional rights including proper tactics and use of force in effecting arrests of suspects.
11. Search and seizure and the service of legal process, techniques for collecting, securing, and preserving, evidence and the rules of evidence, and court procedure.
12. Tactical operations.
13. Officer safety.
14. Training techniques and methods used in creating, modifying, and delivering training.
15. Principles and techniques of personnel management and supervision.
16. A supervisor's role in Equal Employment Opportunity and the prevention of discrimination and harassment in the workplace.
17. Advanced peace officer training techniques and methods.
18. Applicable collective bargaining memorandum of understanding and related issues.
19. Disciplinary guidelines and personnel rules.

Ability to:

1. Collect, process, and secure evidence.
2. Develop techniques, methods, and skills and apply applicable laws required to conduct criminal and administrative investigations.
3. Establish and maintain cooperative relations with law enforcement and governmental agencies, and others.
4. Prepare and present well organized, accurate, timely, clear, and thorough written reports and presentations.
5. Maintain written and electronic files.
6. Represent the department.
7. Analyze situations accurately and take effective action.
8. Exercise good judgment.
9. Demonstrate good work habits.
10. Remain observant for prolonged periods of time.
11. Recall an incident, and retain the memory of names and faces.
12. Have and maintain sufficient strength, dexterity, and good physical agility, including endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employee or offender.
13. Judge an emergency situation and maintain mental and emotional stability, determine the appropriate use of force, and carry out that use of force.
14. Not be psychologically manipulated by offenders.
15. Operate a motor vehicle safely and effectively.
16. Maintain a satisfactory record as a law-abiding citizen.
17. Maintain and ensure confidentiality of department information.
18. Effectively organize, prioritize, and handle changing priorities.
19. Prepare and present well-organized accurate court testimony.
20. Plan and conduct investigations, including criminal investigations.
21. Successfully use, maintain, and qualify with approved firearms and safety equipment.
22. Use current technology.
23. Utilize a variety of weaponry and communication technology.

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24. Remain functional with exposure to fumes, gases, or various chemicals (e.g., pepper spray, tear gasses, etc.).
25. Gather, analyze, and evaluate facts and evidence.
26. Plan, direct, and conduct the more difficult and complex criminal and administrative investigations.
27. Plan for and allocate resources to achieve the department's goals and objectives.
28. Effectively supervise the work of a group of Special Agents, in addition to other peace officer, and non-peace officer classification, and other law enforcement personnel.
29. Initiate and review personnel matters.
30. Plan, organize, and direct investigative programs and personnel.
31. Effectively direct and supervise the activities of subordinate supervisory staff.
32. Develop and maintain administrative and operational quality control measures.
33. Manage sworn peace officers and nonsworn personnel in carrying out the functions of the department.
34. Implement, develop, and evaluate training programs or projects.
35. Effectively contribute to establishing equal opportunity in hiring and employee development.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Special Agent-In-Charge is available on the CDCR website at: [CDCR Job Analysis](#).

Note: To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Special Agent-In-Charge examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](#).

VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

SPECIAL REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction is not eligible to compete for, or be appointed to, positions in the class.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (STD. 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

Age Limitation - minimum age for appointment: 21 years.

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application

because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. An applicant's experimental use of marijuana or other drugs may not be a disqualifying factor. Illegal drug activity will be evaluated to determine suitability for employment as a peace officer, based on how recent, how frequent and the specific circumstances. The drug screening test will be waived for CDCR's employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

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

It is the candidate's responsibility to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. 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% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

The Department of Corrections and Rehabilitation 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.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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.

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 class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

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) servicewide 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.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF WORKFORCE PLANNING EXAMINATION SERVICES UNIT

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