

*****This is only a preview of the Qualifications Assessment questions. To take the actual Qualifications Assessment, please refer back to the official bulletin and click the exam link at the bottom.*****

Special Investigator

Human Resources Modernization Project Qualifications Assessment

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Special Investigator exam consists of a Qualifications Assessment used to evaluate your education, training, and experience.

This Qualifications Assessment is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Special Investigator - Tasks

Instructions:

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

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 from the scale(s) provided.

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

| ITEM # | <p>Years of experience</p> <p>I have performed this task for:</p> <ul style="list-style-type: none"> ▪ More than 5 years ▪ More than 3 years and up to 5 years ▪ More than 1 year and up to 3 years ▪ More than 6 months and up to 1 year ▪ 0 to 6 months <p>Knowledge related to performing this task:</p> <ul style="list-style-type: none"> ▪ Extensive Knowledge I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task. ▪ Substantial Knowledge I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered. ▪ Moderate Knowledge I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations. ▪ Limited Knowledge I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively. ▪ No Knowledge I have no knowledge of how to perform this task or what it may entail. | EXPERIENCE | KNOWLEDGE |
|---------------|---|-------------------|------------------|
| 1 | Evaluate a set of facts (e.g., complaint, case file, supporting documents, evidence) to determine the type of action that is warranted or make a recommendation. | | |

| ITEM # | <p>Years of experience</p> <p>I have performed this task for:</p> <ul style="list-style-type: none"> ▪ More than 5 years ▪ More than 3 years and up to 5 years ▪ More than 1 year and up to 3 years ▪ More than 6 months and up to 1 year ▪ 0 to 6 months <p>Knowledge related to performing this task:</p> <ul style="list-style-type: none"> ▪ Extensive Knowledge I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task. ▪ Substantial Knowledge I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered. ▪ Moderate Knowledge I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations. ▪ Limited Knowledge I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively. ▪ No Knowledge I have no knowledge of how to perform this task or what it may entail. | EXPERIENCE | KNOWLEDGE |
|--------|---|------------|-----------|
| 2 | Document daily work and/or case investigative activities for reporting purposes. | | |
| 3 | Utilize various computer databases for the purpose of obtaining information and conducting research. | | |
| 4 | Develop an initial plan (e.g., outline, records, correspondence, interviews, list of possible violations) to establish a framework for a project or an investigation. | | |
| 5 | Contact interested parties named in a case file to obtain or verify information and develop additional leads. | | |
| 6 | Identify and locate individuals for the purpose of obtaining information, evidence, or intelligence to assist with investigations and/or work activities. | | |
| 7 | Locate and collect research information (e.g., computer files, witness statements, suspect statements, medical records, photographs) to support findings. | | |

| ITEM # | <p>Years of experience</p> <p>I have performed this task for:</p> <ul style="list-style-type: none"> ▪ More than 5 years ▪ More than 3 years and up to 5 years ▪ More than 1 year and up to 3 years ▪ More than 6 months and up to 1 year ▪ 0 to 6 months <p>Knowledge related to performing this task:</p> <ul style="list-style-type: none"> ▪ Extensive Knowledge I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task. ▪ Substantial Knowledge I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered. ▪ Moderate Knowledge I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations. ▪ Limited Knowledge I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively. ▪ No Knowledge I have no knowledge of how to perform this task or what it may entail. | EXPERIENCE | KNOWLEDGE |
|--------|---|------------|-----------|
| 8 | Prioritize and complete activities to meet deadlines for investigations and/or work activities. | | |
| 9 | Maintain sensitive information (e.g., master case file documents, evidence) to ensure confidentiality and security in compliance with organizational policies and procedures. | | |
| 10 | Maintain accurate case information to ensure integrity of the investigation. | | |
| 11 | Conduct research (e.g., Federal, State, and local laws, codes, and regulations, case law) when investigating, analyzing, and evaluating cases and/or other work activities. | | |
| 12 | Prepare clear, concise, and accurate documents or reports (e.g., request letters, search warrants, affidavits, subpoenas, discovery requests) relevant to investigations and/or work activities. | | |
| 13 | Examine documents or records to secure or verify information. | | |

| ITEM # | <p>Years of experience</p> <p>I have performed this task for:</p> <ul style="list-style-type: none"> ▪ More than 5 years ▪ More than 3 years and up to 5 years ▪ More than 1 year and up to 3 years ▪ More than 6 months and up to 1 year ▪ 0 to 6 months <p>Knowledge related to performing this task:</p> <ul style="list-style-type: none"> ▪ Extensive Knowledge I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task. ▪ Substantial Knowledge I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered. ▪ Moderate Knowledge I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations. ▪ Limited Knowledge I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively. ▪ No Knowledge I have no knowledge of how to perform this task or what it may entail. | EXPERIENCE | KNOWLEDGE |
|--------|---|-------------------|------------------|
| 14 | Consult with experts regarding issues involving an investigation and/or work activities. | | |

Section 2: Special Investigator– Knowledge and Abilities

Instructions:

Using the rating scale(s) provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

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 from the scale(s) provided.

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

| ITEM # | Years of experience I have applied this knowledge or ability for: <ul style="list-style-type: none"> ▪ More than 5 years ▪ More than 3 years and up to 5 years ▪ More than 1 year and up to 3 years ▪ More than 6 months and up to 1 year ▪ 0 to 6 months | EXPERIENCE |
|---------------|---|-------------------|
| 15 | Ability to understand how written laws, regulations, policies, directives, and codes relate to case investigations and prosecution. | |
| 16 | Ability to be flexible in investigative duties or work activities. | |
| 17 | Ability to completely and accurately record pertinent information. | |
| 18 | Ability to act independently with minimal supervision to complete investigative duties and work activities. | |
| 19 | Ability to use various software programs in order to prepare correspondence and reports. | |
| 20 | Ability to develop, organize, and prioritize short and long range plans to successfully complete work in a timely manner. | |
| 21 | Ability to listen attentively to gain relevant information and differentiate between facts and opinions. | |
| 22 | Ability to verbally communicate in a clear, concise, and effective manner with diverse audiences (e.g., the public, supervisors, co-workers, judges, district attorneys). | |

| ITEM # | Years of experience I have applied this knowledge or ability for: <ul style="list-style-type: none"> ▪ More than 5 years ▪ More than 3 years and up to 5 years ▪ More than 1 year and up to 3 years ▪ More than 6 months and up to 1 year ▪ 0 to 6 months | EXPERIENCE |
|---------------|---|-------------------|
| 23 | Knowledge of the principles of clear and concise writing (e.g., proper spelling and grammar of the English language) when preparing and/or reviewing written materials. | |
| 24 | Ability to organize and manage time effectively during the course of work activities or investigations. | |