



## **Supervising Special Investigator I (Non-Peace Officer)**

**Exam Code: 1R1AB**

**Department:** Department of Real Estate

**Exam Type:** Departmental Promotional

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Supervising Special Investigator I (Non-Peace Officer) – \$7,417.00 - \$9,682.00 per month**

View the [Supervising Special Investigator I \(Non-Peace Officer\)](#) Classification Specification

### **CUT-OFF DATES**

***March 29<sup>th</sup>    June 30<sup>TH</sup>    September 30<sup>TH</sup>    December 31<sup>ST</sup>***

**Note:** This examination is administered on a quarterly basis (every three months). Applications must be received by the cut-off date. Applications received after the cut-off dates listed in this bulletin will be processed by the next cut-off date. Results will be mailed approximately six weeks following each cut-off date.

### **APPLICATION INSTRUCTIONS**

Applications will be accepted on a continuous basis. (See the Cut-Off Dates Above)

#### **Who May Apply:**

This is a Departmental Promotional examination for the Department of Real Estate.

1. Applicants must have a permanent civil service appointment with the Department of Real Estate as of the cut-off date in order to take this examination; or
2. Meet the provisions of California Code of Regulations, title 2, sections 234, 235 or 235.2; or

3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. Candidates filing under Government Code Section 18991 need to submit a legible copy of the DD214 along with the completed Veterans' Preference application form (CalHR 1093) to California Department of Human Resources.

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 twelve (12) months.

### **How To Apply:**

Applicants must submit a [State Examination Application \(STD. 678\)](#), and copies of unofficial transcripts, if applicable, and the [Training & Experience Examination](#) to the mailing address below.

Applications may be delivered in person, by email, or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience.

Resumes will not be accepted in lieu of a State Examination Application (Std. 678). Applications postmarked, personally delivered, or received via e-mail after the cutoff date will be held and processed in the next examination administration. (Please see "Cut-Off Dates Section")

<b>FILE BY MAIL</b>	<b>FILE IN PERSON</b>	<b>ELECTRONICALLY BY EMAIL</b>
Department of Real Estate 1651 Exposition Blvd. Sacramento, CA 95815	Department of Real Estate 1651 Exposition Blvd. Sacramento, CA 95815 Monday-Friday 8:00 AM – 5:00 PM	<a href="mailto:HumanResources@dre.ca.gov">HumanResources@dre.ca.gov</a>

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.

Applications may be personally delivered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except State holidays), to the Department of Real Estate, Human Resources Office.

For e-mail submission, documents must be attached as a PDF file, no other format will be accepted. PDF file must be attached with your e-mail, no outside hosting service or web links will be accepted. Due to system limitations, do not submit applications or exam documents through a CalCareer account. Electronically submit your application no later than 11:59 pm. Pacific Time on the specified cut-off date.

Indicate the Examination Code and Classification(s) on your [State Examination Application \(STD. 678\)](#).

### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, mark “yes” on Question #10 on the State Application (STD. 678) to indicate that you need reasonable accommodation. The DRE Human Resources Office will contact you to make the necessary testing arrangements.

If you are unable to submit your application or complete the test due to a disability, please contact the DRE Human Resources Office listed in the Contact Information section of this bulletin.

### **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam 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.

#### **Either I**

Experience: One year of experience performing the duties of an Investigator, Range B or a Special Investigator, Range C in the California state service.

#### **Or II**

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases. **And**

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **POSITION DESCRIPTION**

Under direction of the Supervising Special Investigator II, the Supervising Special Investigator I (Non-Peace Officer) is responsible for supervising a team of Special Investigators in the performance of investigations to detect or verify suspected violations of the Department of Real Estate’s laws, rules and regulations and pre-complaints. The incumbent must be able to work under pressure, within mandated time frames, must employ strong interpersonal skills, communicate effectively and support the Department’s overall mission and policies. When appropriate, supervise support staff and provide back up support to the Supervising Special Investigator II, in their absence. The incumbent reports directly to, and receives the majority of assignments from, the Supervising Special Investigator II; however, direction and assignments may also come from the Assistant Commissioner – Enforcement and DRE Executive staff.

### **EXAMINATION SCOPE**

This examination consists of the following components:

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

#### **Knowledge of:**

1. Investigation techniques and procedures, and directing others in the performance of investigatory work;
2. Rules of investigatory work;
3. Rules of evidence and court procedure;
4. Principles of identification, preservation, and presentation of evidence;
5. Sources of information used in locating persons;
6. Laws of arrest, search and seizure, service of legal process, and legal rights of citizens;

7. Interviewing techniques;
8. Duties of Federal, State, and local law enforcement agencies;
9. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered;
10. Principles and techniques of personnel management and supervision and supervising a staff of investigators; and
11. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Skill In:**

1. Planning, organizing, and directing investigations.

**Ability to:**

1. Direct others in the performance of investigatory work;
2. Interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered;
3. Supervise a staff of investigators;
4. Gather, analyze, and prepare effective evidence;
5. Dictate correspondence and prepare reports;
6. Communicate effectively;
7. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies;
8. Analyze situations accurately;
9. Think and act quickly in emergencies and adopt an effective course of action; and
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **ELIGIBLE LIST INFORMATION**

A departmental promotional eligible list for the Supervising Special Investigator I (Non-Peace Officer) classification will be established for the Department of Real Estate.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

## **EXAMINATION INFORMATION**

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. A final score of 70% must be attained to be placed on the eligible list.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the classification. Responses to the examination will be assessed based on pre-determined rating criteria. Applications will be reviewed by the Classification and Recruitment Unit to determine if the applicant meets the minimum qualifications. All applicants who meet the minimum qualifications will have their completed Training and Experience Assessment rated.

After the examination is completed, applicants will receive notice of their results sent electronically or mailed to their mailing address.

[Preview of the Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**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.

## TAKING THE EXAMINATION

[Take the Supervising Special Investigator I \(Non-Peace Officer\) examination](#)

## CONTACT INFORMATION

California Department of Real Estate  
Attn: Human Resources  
1651 Exposition Blvd.  
Sacramento, CA 95815  
Phone: (916) 576-7980  
Email: [humanresources@dre.ca.gov](mailto:humanresources@dre.ca.gov)

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

From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922

## 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 workplace. 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

The [State Examination 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.

**The Department of Real Estate** 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.

**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 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.

**Criminal Record Clearance Information:** Some positions within various divisions of the California Department of Real Estate 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.

**Veterans' Preference** will not be granted for this examination.

**Career Credits** will not be granted for this examination.

# TRAINING AND EXPERIENCE EXAMINATION

## Supervising Special Investigator I (Non-Peace Officer)

### GENERAL INSTRUCTIONS

The Training and Experience is the examination and will account for 100% of your score. The examination will consist solely of a **Training and Experience Examination**. A final score of 70% must be attained to be placed on the eligible list. It is important that you fill out the Training and Experience completely. **Questions without a response will not be scored.** The examination is designed to elicit specific information regarding each candidate's training and experience relative to the classification. Responses to the examination will be assessed based on pre-determined rating criteria.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

**The following documents must be included in your examination application package for the Supervising Special Investigator I (Non-Peace Officer) examination:**

- State Examination Application (STD. 678)
- Affirmation Statement
- Training and Experience Examination
- Conditions of Employment
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

### PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

**FILE BY MAIL**  
Department of Real  
Estate  
1651 Exposition Blvd.  
Sacramento, CA 95815

**FILE IN PERSON**  
Department of Real  
Estate  
1651 Exposition Blvd.  
Sacramento, CA 95815  
Monday-Friday  
8:00 AM – 5:00 PM

**ELECTRONICALLY BY EMAIL**  
[HumanResources@dre.ca.gov](mailto:HumanResources@dre.ca.gov)

Upon receipt of your completed examination application package, documents become confidential information and are the property of the Department of Real Estate, Human Resources. Please notify this office if you have a change of address.

**DEPARTMENT OF REAL ESTATE  
TRAINING AND EXPERIENCE EXAMINATION  
SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)**

**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.

Name (Printed): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **INSTRUCTIONS**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The **Supervising Special Investigator I (Non-Peace Officer)** examination consists of completing a Training and Experience Evaluation and submitting an STD. 678. The Training and Experience Evaluation is used to evaluate your training and experience as it applies to the Supervising Special Investigator I (Non-Peace Officer) classification. The eligible list resulting from this examination process will be used by **the Department of Real Estate to fill their existing positions. This examination is being given on a Departmental Promotional, continuous basis.**

This Training and Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

An STD.678 is required to be submitted along with the Training and Experience Examination. The STD.678 must be in a PDF format, if submitting electronically. Click [here](#) for the link to the (STD.678) form if you do not already have one available to submit.

Examinations are processed on a continuous quarterly basis. The final filing date(s) are indicated on the examination bulletin. Submissions will be accepted until 11:59 pm, Pacific Standard Time (PST) on the final filing date(s). The Training and Experience Examination and STD.678 must both be completed and submitted by the time and date mentioned above to be processed. Training and Experience Examination and STD. 678 must be submitted prior to the final filing date(s) indicated on the examination bulletin or your examination will not be considered until the next administration.

Candidates will be notified of their scores approximately 6-8 weeks after the end of each final filing date.

**Please contact the DRE Human Resources if you have questions regarding this Training and Experience Examination at: (916) 576-7890 or by sending an email to [HumanResources@dre.ca.gov](mailto:HumanResources@dre.ca.gov)**

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this Examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. **You are solely responsible for the accuracy of the responses provided.**

This warning has been provided to protect your rights as a candidate as well as the rights of the department. Be advised that you are expected to answer truthfully and accurately.

**TRAINING AND EXPERIENCE EXAMINATION**  
**Supervising Special Investigator I (Non-Peace Officer)**

**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.

<b>Pattern I – Experience Requirement</b>	<b>Yes</b>	<b>No</b>
1. <u>Experience</u> : One year of experience performing the duties of an Investigator, Range B or a Special Investigator, Range C in the California state service.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pattern II - Experience <u>and</u> Education Requirement</b>	<b>Yes</b>	<b>No</b>
2. <u>Experience</u> : Two years of experience performing the duties of a Special Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in the California state service. And <u>Education</u> : Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)	<input type="checkbox"/>	<input type="checkbox"/>

**TRAINING AND EXPERIENCE EXAMINATION**  
**Supervising Special Investigator I (Non-Peace Officer)**

**SECTION II – SPECIALIZED EXPERIENCE**

Items in the following sections will be scored and used to determine your final rating. Please indicate your years of experience in the following areas by placing an "X" in the corresponding column.

<b>Pattern I – Experience Requirement</b>	<b>Years of Experience</b>		
<b>Areas of Experience</b>	<b>2 Years</b>	<b>3-4 Years</b>	<b>5+ Years</b>
1. Conducting investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpreting laws, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Preparing clear and comprehensive reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work cooperatively with representatives of other State and Federal agencies and with local governmental officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Principles of identification, preservation, and presentation of evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. File complaints, prepare cases and appear in court or in administrative hearings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Years of supervisory experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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 WILL ONLY BE ELIGIBLE FOR EMPLOYMENT IN LOCATIONS THAT YOU MARK.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>ANYWHERE IN THE STATE</b> | <input type="checkbox"/> <b>Los Angeles County</b> (1900) |
| <input type="checkbox"/> <b>Alameda County</b> (0100) | <input type="checkbox"/> <b>Sacramento County</b> (3400)  |
| <input type="checkbox"/> <b>Fresno County</b> (1000)  | <input type="checkbox"/> <b>San Diego County</b> (3700)   |
- 

### **TYPE OF APPOINTMENT YOU WILL ACCEPT**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

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

Some positions within various divisions of the DRE 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.

**THIS CONCLUDES THE ASSESSMENT FOR THE  
SUPERVISING SPECIAL INVESTIGATOR (NON-PEACE OFFICER) EXAMINATION**