

SENIOR ASSISTANT INSPECTOR GENERAL

STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL

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OPEN-STATEWIDE EXAMINATION

FINAL FILING DATE: July 31, 2018



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

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.

WHO MAY APPLY

This is an open examination for the Office of the Inspector General. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications are available upon request and may file in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date of **July 31, 2018**. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED**. Submit applications to:

**OFFICE OF THE INSPECTOR GENERAL
ATTN: LINDA JAIMES
10111 OLD PLACERVILLE ROAD, SUITE 110
SACRAMENTO, CA 95827**

DO NOT MAIL APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box on the application. You will be contacted to determine what assistance can be provided.

SALARY RANGES

**Senior Assistant Inspector General
Salary Range: \$10,681 - \$13,720 per month**

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION

Applicants must meet the experience/education requirements by the examination date. Your signature on your application indicates that you have read, understood and possess the qualifications required.

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

NOTE: All application/resumes must include the "Date" they were admitted "to the Bar" and also include "to and "from" dates (month/day/year) of employment, the time base and civil

service class titles (if applicable).

SENIOR ASSISTANT INSPECTOR GENERAL

**MINIMUM
QUALIFICATIONS**

All applicants must possess active membership in the California State Bar in order to be considered eligible for appointment.

Either I

Two years of experience in the California state service performing the duties of a Special Assistant Inspector General. (Applicants who have completed one year and six months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be considered eligible for appointment.)

Or II

Four years of experience in the California state service performing duties comparable in level of responsibility to that of a Staff Counsel III (Specialist) or (Supervisor). (Applicants who have completed three years and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted to the examination, but must complete four years of such experience before they will be considered eligible for appointment.)

Or III

Broad and extensive experience (ten or more years acquired after admission to the Bar) in the practice of law, at least four years of which must have been performing duties equivalent in level of responsibility to that of a Staff Counsel III (Specialist) or (Supervisor) in the California state service. (Applicants who have completed nine years and six months of the required experience will be admitted to the examination, but must complete ten years of such experience before they will be considered eligible for appointment.)

**SPECIAL
PERSONAL
CHARACTERISTICS**

This position requires incumbent to travel long distances by vehicle or by air: to remain away from home for extended periods of time; to work within a penal institution setting; to work long hours outside of the normal business day; and to remain on-call for 24 hour periods, including on weekends.

**POSITION
DESCRIPTIONS**

Incumbents function as regional office or headquarters supervisors and monitor and assess the most complex or sensitive CDCR employee misconduct investigations. Incumbents review, evaluate, and assign all incoming internal affairs investigations for monitoring to agency staff; confer with CDCR special agents regarding investigation plans, strategies, and progress of cases being monitored; confer with legal staff, the hiring authority, and employee relations officers regarding administrative discipline cases being monitored; assign specific job tasks, monitor workload, and evaluate staff performance; coordinate and consult with regional deputy inspectors general, senior to ensure that regional tasking is effectively and efficiently accomplished; take or effectively recommend corrective and disciplinary action of subordinates; remain on call for immediate response for any major incident to provide on-site observation and consultation; assess whether CDCR employees have accurately determined the correct statute of limitations for all cases; supervise authorized reviews of CDCR policies, practices, and procedures; may be assigned to oversee and review regional OIG administrative functions, including, but not limited to, the purchase of equipment and supplies, facilities management, mileage and expense claims, and timesheets; assist in the preparation of semiannual and annual agency reports; provide legal advice and assistance to the Inspector General; research legal issues; conduct staff meetings; function as liaison with local district attorney's offices to assist and facilitate the filing of criminal cases arising from incidents or investigations; and act as liaison with outside agencies connected to inmate rights groups,

citizens advisory committees, and others with interest in the investigations.

Positions may exist in the following locations: Northern Region (Sacramento), Central Region (Bakersfield), and Southern Region (Rancho Cucamonga).

EXAMINATION INFORMATION

Examination will consist of a Qualifications Appraisal Panel Interview (QAP). The QAP will be the sole component for the Senior Assistant Inspector General examination. To obtain a position on the eligible list a minimum rating of 70.00% must be received.

Panel interviews will be conducted in **August / September, 2018.**

Qualifications Appraisal Panel Interview – Weighted 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the E&E process may measure the following competencies:

A. Knowledge of:

1. Rules of evidence.
2. Constitutional rights related to laws of arrest, search, and seizure, and service of legal process.
3. Investigative strategies and techniques, including use of warrants, interrogations, surveillance, evidence preservations and gathering, crime scene processing, forensics, and interviewing.
4. Internal investigations, including administrative and criminal investigations.
5. Public Safety Officers Procedural Bill of Rights Act.
6. Public employment law.
7. Computer programs and software related to word processing, database management, and email communications.
8. Interrogation laws and techniques.
9. Criminal law and procedures.
10. Peace officer training and techniques, including proper tactics regarding legal use of force.
11. Organizational structure and functions within CDCR.
12. State and Federal civil rights laws and due process.
13. Use of administrative and prosecutorial immunity.
14. Organizational structure and functions of the California State Government.
15. Time management techniques.
16. Advocacy skills, personnel management, and supervision techniques.
17. A supervisor's or manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free from discrimination and harassment; program development and evaluation.
18. Principles, practices, and trends in public administration;
19. Principles and practices of policy formulation and development.

SCOPE

B. Ability to:

1. Maintain confidentiality of official matters and preserve protected legal relationships and privileges.
2. Consider the facts of a case in a fair and unbiased manner.
3. Communicate effectively with a variety of persons contacted in the course of the work.
4. Conduct and review complex and sensitive investigations, both criminal and administrative.
5. Demonstrate initiative.
6. Develop cooperative working relationships with correctional employees, union representatives, employee relations officers, prison administration, Vertical Advocates, and investigators.
7. Prepare reports in a clear and concise manner.
8. Maintain confidentiality of official matters and preserve protected legal relationships and privileges.
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10. Consider the facts of a case in a fair and unbiased manner.
11. Communicate effectively with a variety of persons contacted in the course of the work.
12. Conduct and review complex and sensitive investigations, both criminal and administrative.
13. Demonstrate initiative.
14. Develop cooperative working relationships with correctional employees, union representatives, employee relations officers, prison administration, Vertical Advocates, and investigators.
15. Prepare reports in a clear and concise manner.
16. Work independently.
17. Evaluate evidence.
18. Persuasively articulate arguments and/or conclusions based on sound logic and relevant facts.
19. Manage an extensive workload.
20. Critically analyze complex regulations and policies.
21. Work with a small team of special assistant inspectors general and deputy inspectors generals with differing backgrounds and expertise.
22. Maintain management systems to ensure the quality and timeliness of work operations.
23. Exercise mature judgment.
24. Demonstrate leadership.
25. Build consensus.
26. Evaluate work products and staff performance.
27. Employ strong management skills to ensure the successful implementation of the Agency's mission.
28. Recommend and implement steps for change.
29. Effectively promote equal opportunity and maintain a work environment that is free of discrimination and harassment.

**VETERANS'
PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Office of the Inspector General 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 law and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Office of the Inspector General, at (916) 255-1102, for an examination without a written feature, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Ordinarily, oral presentations are scheduled in Sacramento, Bakersfield, and Rancho Cucamonga. However, locations may be limited or extended as conditions warrant.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

OFFICE OF THE INSPECTOR GENERAL ♦ HUMAN RESOURCES ♦ Telephone (916) 255-1102
10111 Old Placerville Road, Suite 110 ♦ Sacramento, CA 95827

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
1-800-735-2929 (From TDD Phone) ♦ 1-800-735-2922 (From Voice Phone)

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