

DEPUTY INSPECTOR GENERAL

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STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL



OPEN STATEWIDE FINAL FILING DATE: August 2, 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 SHOULD APPLY This is an OPEN STATEWIDE 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 **August 2, 2018**. Applications postmarked, personally delivered or received via interoffice mail received 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: MARVIN A. NORIEL
10111 OLD PLACERVILLE RD, SUITE 110
SACRAMENTO, CA 95827

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "State Examination Application" (Form Std. 678). You will be notified in writing to determine what assistance can be provided.

SALARY RANGES

Range A	\$5,752.00 - \$7,396.00 per month
Range B	\$7,111.00 - \$9,099.00 per month
Range C	\$7,951.00 - \$9,987.00 per month

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION It is your responsibility to make sure you meet the education and/or experience requirement stated on this announcement. Your signature on your application indicates that you have read, understood and possess the basic qualifications required.

NOTE: All application and attached resumes must include the "Date" they received a Bachelor's of Arts or Bachelor's of Science Degree from an accredited college/university and also include "to and "from" dates (month/day/year) of employment, the time base and civil service class titles (if applicable).

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, candidate possessing 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.

MINIMUM QUALIFICATIONS

Education: Possession of a Bachelor's Degree from an accredited college or university, and

Either I

Experience: One year of experience in the California state service performing duties of an Associate Deputy Inspector General, Range B. (Applicants who have completed six months of the required experience will be admitted to the examination, but must complete one year of such experience before they will be considered eligible for appointment.)

Or II

Education: Possession of a Bachelor's Degree from an accredited college or university or possession of an Associate's Degree from an accredited college and two additional years of experience performing increasingly responsible civil, criminal, and/or administrative investigative duties and

Experience: Five years of professional experience or equivalent military service performing increasingly responsible civil, criminal, and/or administrative investigative duties. (This experience should have included at least two years with primary responsibility reviewing background information, collecting and analyzing documents; preparing reports of findings; conducting reviews; preservation of evidence, making recommendations; monitoring investigations; attending hearings; and/or working with law enforcement agencies.) Experience in the California state service applied toward this pattern must include one year in a class with a level of responsibility equivalent to an Associate Deputy Inspector General, Range B. (Possession of a Master's Degree may be substituted for one year of the required experience.)

Proof of Education: Applicants must provide a copy of their diploma, official/unofficial transcript from an accredited U.S. college or university with their examination application. If an applicant is not able to provide proof of education from a recognized institution at the time of hire, their name may be removed from the eligible list(s).

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; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; exercise good judgment; and demonstrate good work habits.

All positions require incumbents 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.

Background Investigation: Persons shall be required to undergo a background investigation prior to appointment. Persons who have previously undergone an Office of the Inspector General background investigation may be required to undergo an additional background investigation.

Training Requirements: Under provisions of Penal Code Section 832.11, successful completion of a training course in laws of arrest, and search and seizure, may be a requirement for permanent status in these classifications.

POSITION DESCRIPTIONS

Deputy Inspectors General visit various California Department of Corrections and Rehabilitation institutions gathering reports, policies and/or other pertinent data related to medical inspections, Use-of-Force, warden vetting's and critical incidents and prepare reports based on their findings. Deputy Inspectors General conduct reviews of past Use-of-Force reports and make appropriate recommendations to the Use-of-Force Committee or hiring authority as needed.

Incumbents in this class either serve as an independent agent or may lead a team of inspectors conducting the more difficult and/or complex reviews and inspections with broad discretion and independence of action. Incumbents address third-level inmate appeals.

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

**EXAMINATION
INFORMATION**

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

SCOPE

A. Knowledge of:

1. Knowledge of purposes, activities, rules, and regulations, policies and procedures of the California Department of Corrections and Rehabilitation (CDCR) and Office of the Inspector General
2. Knowledge of principles and practices of organizational structure and functions within CDCR
3. Knowledge of principles and practices of organizational management including planning, organizing, accounting, auditing and quantitative analysis methods
4. Knowledge of research and information-gathering techniques
5. Knowledge of basic principles and practices of descriptive and inferential statistics
6. Knowledge of rules of grammar, spelling and punctuation in the English language to effectively communicate to variety of audiences
7. Knowledge of basic knowledge of applicable statutes from the California Penal Code, including those pertaining to the arrest of persons, the use of force to effect an arrest, and those granting authority to the Inspector General
8. Knowledge of basic knowledge of applicable statutes from the California Government Code, including those pertaining to the Peace Officer Bill of Rights and employee disciplinary proceedings
9. Knowledge of basic knowledge of evidence collection techniques and crime scene preservation
10. Knowledge of individual safety precautions for working in a correctional setting
11. Knowledge of standard office equipment, electronic devices, and machines (e.g., fax, copier, telephone, calculators, etc.) to facilitate departmental operations
12. Knowledge of personal computers and various software programs to prepare correspondence and reports
13. Knowledge of provisions of the California Penal Code, Evidence Code, and Government Code
14. Knowledge of administrative and/or criminal and personnel investigation techniques and procedures
15. Knowledge of interview and information gathering processes and procedures
16. Knowledge of principles, procedures, and recent trends in corrections and parole work
17. Knowledge of individual's constitutional rights including those relating to laws of arrest, search and seizure, and use of force
18. Knowledge of the process of search and seizure and the service of legal process
19. Knowledge of techniques for securing, preserving, and handling evidence and the rules of evidence and court procedures
- 20.
21. Knowledge of principles, practices, and techniques in rehabilitating antisocial persons
22. Knowledge of tactical operations applied by correctional peace officers
23. Knowledge of techniques for training officers in the use of force against inmates and parolees, including principles of officer safety
24. Knowledge of principles and methods of correctional administration

B. Ability to:

1. Ability to apply the required knowledge
 2. Ability to comprehend, interpret, and apply laws, rules and regulations enforced or administered by the department
 3. Ability to review and analyze State and Federal laws, regulations, and program data
 4. Ability to review and analyze various records maintained by CDCR and other agencies
 5. Ability to analyze situations in order to take an appropriate course of action in a timely manner
 6. Ability to gain and maintain the confidence and cooperation of those contacted
 7. Ability to analyze, organize, and synthesize a variety of information accurately and draw logical and objective conclusions
 8. Ability to prepare and present well-organized, accurate, timely, clear, complete, and concise written
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- reports for use by management and external stake holders
9. Ability to communicate effectively verbally and in writing
 10. Ability to operate a motor vehicle safely and effectively
 11. Ability to perform job duties within the secured perimeter of a prison, which involves unsupervised interaction with inmates
 12. Ability to travel to long and short distance to various CDCR institutions and parole regions
 13. Ability to listen attentively to gain relevant information
 14. Ability to work independently
 15. Ability to meet deadlines
 16. Ability to follow directions
 17. Ability to analyze written and numerical data accurately
 18. Ability to analyze and respond to situations spontaneously, accurately and with common sense
 19. Ability to think and act quickly in emergencies
 20. Ability to gather, analyze, evaluate and prepare facts and evidence
 21. Ability to develop techniques, methods, and skills and apply applicable laws required to conduct criminal and administrative reviews
 22. Ability to develop techniques, methods, and skills and apply these in monitoring various activities performed by CDCR
 23. Ability to establish and maintain cooperative relations with the department law enforcement agencies and other stakeholders
 24. Ability to plan and conduct medical inspections, background investigations and monitoring operations specific to use of force, critical incidents, warden vetting and reviews of CDCR's compliance to policy
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**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 on the Department of Human Resources website www.jobs.ca.gov, local offices of the Employment Development Department and at the Office of Inspector General.

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.

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.

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.

Oral Presentation Scope: If an oral presentation is requested, 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 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 recognition of his/her own training needs, plans for self development, and the progress he/she has made in his/her efforts toward self-development.

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 Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento CA 95814.)

**OFFICE OF THE INSPECTOR GENERAL ✦ HUMAN RESOURCES ✦ Telephone (916) 255-1102
10111 Old Placerville Rd, 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.