DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

NOTICE OF FINAL FILING DATE EXTENDED

Exam Title: Agent Trainee, ABC

Exam Code: 3AB01

Examination Base: Departmental OPEN

Final File Date: December 16, 2013

This is to announce that the final filing date for Agent Trainee, ABC examination has been extended. Applications must be POSTMARKED by the application deadline indicated below.

Application Deadline Extended:	**Written Exam Date**
December 30, 2013	**February 22, 2014**

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
OFFICE OF HUMAN RESOURCES
3927 LENNANE DRIVE, SUITE 100
SACRAMENTO, CA 95834

CALIFORNIA STATE GOVERNMENT—EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

AGENT TRAINEE, ALCOHOLIC BEVERAGE CONTROL

DEPARTMENTAL OPEN

IT IS THE 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.

Salary Range: $2987 - $3636

Final Filing Date: DECEMBER 16, 2013

WHO CAN APPLY

Applicants who meet the Minimum Qualifications as stated on this bulletin.

HOW TO APPLY

Submit signed State Application Form (STD. 678) via the U.S Postal Service or hand deliver to Alcoholic Beverage Control by the final filing date. Applications will not be accepted via email and/or fax.

A copy of the Standard State Application (STD. 678) can be found at www.jobs.ca.gov. Applications **MUST** include: "to" and "from" dates (month/day/year); hours per week; classification title(s) and salary. **Submit copy of transcript, if applicable.**

If you are **personally delivering** your application, you must do so between the hours of 8:00 AM and 5:00 PM, Monday through Friday (except State holidays), to Human Resources at the street address listed below.

SUBMIT APPLICATIONS TO:

Department of Alcoholic Beverage Control
Human Resources
3927 Lennane Drive, Suite 100
Sacramento, CA 95834

EXAMINATION INFORMATION

The examination will consist of a written test, weighted 100%. To obtain a position on the eligible list, a minimum rating of 70% must be attained.

WRITTEN TEST DATE FOR CERRITOS: FEBRUARY 22, 2014

WRITTEN TEST DATE FOR CONCORD: FEBRUARY 22, 2014

Required Identification: Accepted applicants are required to bring either photo identification (driver's license) or two forms of signed documentation when they appear for the written test.

EXAMINATION INFORMATION CONT.

All accepted applicants will receive a notice in the mail giving the date, time, address, parking information and other pertinent information.

POSITIONS EXIST STATEWIDE

Failure to complete any of the required forms or failure to appear for the scheduled written examination will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent verification.

WRITTEN TEST

The written test will consist of a booklet and scantron sheet. The written test will consist of questions that measure a candidate's knowledge in the areas of:

1. Knowledge of the job duties of an Agent Trainee, ABC
2. Analysis and Accuracy
3. Written Communication
4. Mathematics

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the Department of ABC, Human Resources at (916) 419-2557, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-800-735-2929 or from voice phones at 1-800-735-2922. In addition, please mark the appropriate box in question #2 on the State Application (STD. 678). You will be contacted to make specific arrangements.

VETERANS' POINTS

Veterans' preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

CAREER CREDITS

Career Credits do not apply for this exam.

ELIGIBLE LIST INFORMATION

A departmental open list will be established for ABC. Candidate's list eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

THE POSITION

The Agent Trainee is a recruiting/training level class. Under close supervision, the incumbent learns investigative techniques and procedures, including application of Alcoholic Beverage Control laws, rules, and regulations, by assisting Agents in conducting routine investigations of criminal and/or administrative violations committed on or about alcoholic beverage control licensed premises by licensees, their employees, and/or members of the general public. Responsibilities include assisting in locating and interviewing witnesses and persons suspected of violations; and collecting and preserving evidence to support administrative action and/or prosecution.

MINIMUM QUALIFICATIONS

Applicants are required to meet the provisions of California Penal Code Section 832 and complete training courses prescribed by the Commission on Peace Officer Standards and Training (POST).

Either I

Education: Equivalent to completion of two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science. (Students who have completed at least 30 semester units will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units before they can be considered eligible for appointment.)

Or II

Education: Equivalent to completion of the 12th grade [U.S. high school diploma, high school equivalency (GED), or California High School Proficiency Exam]. **and**

Experience: Two years of active duty military service while in the United States Armed Forces performing law enforcement and/or directly associated security functions with an honorable discharge for said service.

Or III

Education: Equivalent to completion of the 12th grade [U.S. high school diploma, high school equivalency (GED), or California High School Proficiency Exam]. **and**

Experience: Graduation from a California Peace Officer Standards and Training (POST) Academy or equivalent.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience and/or education requirements by the written test date. Your signature on your application indicates that you read, understand and possess the qualifications required.

EXPERIENCE AND EDUCATION INFORMATION

If examination requires or accepts education, include on the State Application (Std. 678), name and location of the institution, course of study, units completed (semester/quarter), diploma, degree or certificate obtained and date completed. **Applicants must provide a copy of their transcript or degree at the time of filing**. Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s).

If examination requires licenses or certificates, include on the State Application (Std. 678). License/Certification Number, Issue Date, Expiration Date etc.

If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date.

Acceptable course work and degrees must be completed at a **regionally accredited** institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by a Commission-approved foreign transcript evaluation agency before it may be used for credentialing purposes.

SCOPE OF THE EXAMINATION

The examining interview may measure each competitor's knowledge and ability as described below:

KNOWLEDGE OF:

1. Investigation techniques and procedures;
2. Rules of evidence and court procedures;
3. Laws of arrest, search and seizure;
4. Legal rights of citizens;
5. Service of legal process; and
6. Knowledge of the Alcoholic Beverage Control and related statutes and regulations.

ABILTIY TO:

1. Interpret and apply laws and regulations to specific situations;
2. Gather and analyze facts and evidence;
3. Reason logically, draw valid conclusions, and make appropriate recommendations;
4. Communicate effectively;
5. Prepare written documents and accurate detailed investigation reports clearly and concisely;
6. Follow written and oral instructions;
7. Participate effectively in investigations and interviews; and
8. Establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others.

SPECIAL CHARACTERISTICS

Aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests; work under stress and adverse conditions; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, both arms, and both legs; strength, endurance, and agility; normal hearing; normal vision (20/20) or vision corrected to normal; color vision must be adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; and weight in proportion to height.

MINIMUM AGE

Minimum age for appointment: 21 years.

BENEFITS

- Employer/Employee Paid Health and Dental Insurance
- Employer Paid Vision Insurance
- Paid Vacation/Sick or Annual Leave Benefits
- 10 Paid Holidays
- Peace Officer Retirement 2.5% at 57
- Employer Paid Disability Insurance
- Defined Benefit Retirement Program (Upon Vesting)
- Employee Paid Deferred Compensation Program (401K And 457)
- Flexible Work Schedules and Work Hours
- "Plainclothes" Assignment
- Recruitment and Retention Pay $200 for Orange County
- Education Pay Differential
- Pre-Tax Reimbursement for Medical Care, Child Care, and Parking Programs
- Employee Assistance Program
- Career Development/Professional Advancement

CONFIDENTIALITY AND SECURITY

NOTE: Pursuant to Government Code Sections 19680, It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule.

Pursuant to Government Code Section 19681 (b), It is unlawful for any person to obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations.

PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in peace officer classifications.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in peace officer classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to peace officer classifications

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment including voice stress analysis or a polygraph test.

PEACE OFFICER STANDARDS CONTINUED

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to peace officer classifications shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications prior to appointment date.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a California Peace Officers Standards and Training approved academy, or possession of a California Peace Officers Standards and Training Basic Certificate or equivalent, as well as successful completion of the Department's Field Training Officer Program, is a requirement for permanent status in these classifications.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug-screening test.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources at (916) 419-2557 three days prior to the written test date if she/he has not received his/her notice; or three weeks after the final filing date if there is no written test date.

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

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at http://www.jobs.ca.gov.

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

The Department of Alcoholic Beverage Control (ABC) 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 revisions will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

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 from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiatives, 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 exams investigation may be made of employment records and personal history – fingerprinting may be required.

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 towards self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification for the State Department of Education, a local school board or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitutions of business college work in place of high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with TDD Device. California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929; Voice 1-800-735-2922