



DISTRICT ADMINISTRATOR, ALCOHOLIC BEVERAGE CONTROL

DEPARTMENTAL PROMOTIONAL

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: \$6058 - \$7679

FINAL FILING DATE: OCTOBER 31, 2008

WHO MAY APPLY

ABC employees with a permanent appointment may apply **OR** (1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990 (2) an exempt employee meeting the criteria in GC Section 18992, as of the date they file their application (3) persons who worked for ABC within the last three years (SPB Rule 234, 235 and 235.2).

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. A State Applications Form (STD. 678) must be POSTMARKED no later than the final filing date.

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 the same street address listed below, however, directly to Human Resources, second floor.

APPLICATIONS THAT ARE E-MAILED, FAXED OR SENT VIA INTRA-OFFICE MAIL WILL NOT BE ACCEPTED. APPLICATIONS WITHOUT AN ORIGINAL SIGNATURE WILL NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.

SUBMIT APPLICATIONS TO: Department of Alcoholic Beverage Control
Headquarters / Human Resources
3927 Lennane Drive, Suite 100
Sacramento, CA 95834

THE EXAMINATION PROCESS

Candidates must be successful in each of the examination's selection components listed to be eligible for appointment. Photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear for the scheduled components 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.

EXAMINATION COMPONENTS

1. Qualifications Appraisal Interview (verbal test) weighted 100%. The verbal test will consist of answering pre-determined job-related questions and may be accompanied by a written exercise. To obtain a position on the eligible list, a minimum rating of 70% must be attained.
 - **IT IS ANTICIPATED THE QUALIFICATION APPRIASAL INTERVIEWS WILL BE HELD DURING NOVEMBER OR DECEMBER 2008.**
 - **POSITIONS EXIST STATEWIDE AT THE VARIOUS DISTRICT OFFICES, HEADQUARTERS IN SACRAMENTO OR NORTHERN / SOUTHERN DIVISION OFFICES.**

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the Department of ABC, Human Resources, 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.

CAREER CREDITS / VETERANS POINTS

Career Credits and Veteran's Preference Points are not granted in promotional examinations.

MINIMUM QUALIFICATIONS

EITHER I
Two years of experience in the California state service performing the duties of a Supervising Investigator, Alcoholic Beverage Control.

OR II
Three years of experience in investigation work, at least two of which shall have been in a supervisory capacity. (Experience in California state service applied toward this requirement must include at least two years performing the duties of a class at a level of responsibility equivalent to that of Supervising Investigator, Alcoholic Beverage Control.)

**EXPERIENCE AND
EDUCATION
INFORMATION**

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you read, understand and possess the qualifications required. Qualifying experience may be combined on 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' 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. Applications/resumes **MUST** include: "to" and "from" dates (month/day/year); time base; hours per week; and civil service class title(s), and range, if applicable.

If an examination requires or accepts education, include on the State Application (Std. 678), question #13, the **Name and Location** of the institution, **Course of Study, Units Completed** (Semester/Quarter), **Diploma, Degree or Certificate Obtained** and **Date Completed**. The same applies for question #14 (valid licenses, certificates, etc.). **Applicant must provide a copy of the course work or degree at the time of filing.** 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. **Applicants who are hired from this employment list must provide their transcripts from the applicable institution(s).**

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.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to work and travel throughout an assigned area and to work long and unusual hours; willingness to accept responsibility for difficult and unusual assignments; keenness of observation; emotional stability; tact; neat personal appearance; and ability to qualify for a fiduciary bond. Minimum age for appointment - 21 years.

THE POSITION

Plans and organizes the work of the field office and enforcement staff; trains and directs the staff in investigation and licensing activities related to enforcement of the Alcoholic Beverage Control laws; conducts internal affairs investigations and management audit of field offices and makes recommendations to the Director; evaluates staff performance and takes or recommends appropriate action; submits recommendations to division headquarters regarding the development and revision of policies and procedures; advises special investigators and local law enforcement agencies regarding the interpretation and application of the provisions of the Alcoholic Beverage Control Act and rules and regulations of the Department of Alcoholic Beverage Control; works with and secures the cooperation of other enforcement agencies; gives direct supervision and personal assistance on difficult and complex investigations and enforcement problems; reviews and evaluates final recommendations for issuance or denial of licenses; proposes disposition of disciplinary cases where administrative hearings are waived; reviews and evaluates reports; conducts training programs in the special techniques of enforcement of Alcoholic Beverage Control laws; appears before civic groups and trade organizations to explain the purposes and activities of the Department of Alcoholic Beverage Control; independently answers correspondence.

**SCOPE OF THE
EXAMINATION**

Emphasis in the examining interview will be on measuring competitively, relative to job demands and each competitor's knowledge and ability as identified below:

KNOWLEDGE OF:

1. Provisions of the Alcoholic Beverage Control Act and the rules and regulations of the Department of Alcoholic Beverage Control;
2. Investigation techniques and procedures;
3. Rules of evidence, laws of arrest, search and seizure, legal rights of citizens, and procedures before administrative hearing officers and the lower courts;
4. Principles of effective training and supervision;
5. Purposes, organization, and activities of the Department of Alcoholic Beverage Control;
6. Business and record-keeping practices;
7. Modern office methods and procedures;
8. Local law enforcement responsibilities in California;
9. A manager's / supervisor's responsibility for promoting equal employment opportunity in hiring, employee development and promotion; and
10. A manager's / supervisor's responsibility for maintaining a work environment which is free of discrimination and harassment.

ABILITY TO:

1. Read and write English at a level required for successful job performance;
2. Interpret and apply the provisions of the Alcoholic Beverage Control Act and the regulations of the Department of Alcoholic Beverage Control;
3. Make difficult investigations;
4. Plan and direct the work of others;
5. Work cooperatively with other enforcement agencies;
6. Direct the collection and preservation of evidence;
7. Analyze situations accurately, draw logical conclusions, and prepare recommendations;
8. Think and act quickly in emergencies and work effectively in situations requiring extreme tact;
9. Exercise good judgment in appraising intangible and unprecedented factors in the application of the Alcoholic Beverage Control laws and the rules and regulations of the Department of Alcoholic Beverage Control;
10. Answer correspondence independently, prepare detailed and comprehensive reports and speak effectively;
11. Good memory for names, places, and incidents;
12. Effectively promote equal opportunity in employment; and
13. Maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION	A departmental promotional list will be established for ABC. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.
PEACE OFFICER STANDARDS	<p>Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either 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. Denial of an application for citizenship shall result in termination of employment.</p> <p>Felony Disqualification: You are disqualified from being employed as a peace officer under Government Code 1029 if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution.</p> <p>Firearm Conviction Disqualification: You are disqualified from being employed as a peace officer under the Gun Control Act (GCA) of 1968 as amended by the Federal Omnibus Consolidated Appropriations Act of 1997, which makes it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. A misdemeanor crime of domestic violence means an offense that (1) is a misdemeanor under Federal or State law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. This definition includes all misdemeanors that involve the use or attempted use of physical force and is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor. 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 these classifications.</p> <p>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. Persons who have previously undergone a Department of Alcoholic Beverage Control background investigation may be required to undergo an additional background investigation.</p> <p>Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.</p> <p>Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classes.</p>
MINIMUM AGE	Minimum age at time of appointment is 21 years.
PSYCHOLOGICAL SCREENING	Existing law provides that psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.
CONFIDENTIALITY / SECURITY	<p>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.</p> <p>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.</p>

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 the State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.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.

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