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.

INVESTIGATOR II, 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: $4888 - $6194

Final Filing Date: CONTINUOUS TESTING – No Deadline

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) (4) must be a person retired from the United States military, honorably discharged from active duty as defined in Governmental Code 18991.

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 used. Applications accepted continuously.

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 AND DATE 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. Written Test Pass/Fail. The written test is designed to evaluate a candidate's knowledge in the areas of: Laws, rules and regulations affecting the Department of Alcoholic Beverage Control.

2. 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.

Positions exist statewide. Location of the Qualifications Appraisal Interview may be held at our Headquarters' Office in Sacramento or Southern Division's Headquarters' Office in Cerritos, CA. Indicate on your application the location where you wish to be tested (Sacramento or Cerritos).

EXAM DATES AND TESTING PERIOD

- Exam applications will be accepted on a CONTINUOUS BASIS and held for the next exam. Testing dates are January 1 through June 30 and July 1 through December 31.

- The Testing Period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken this promotional examination for this classification with the Department of Alcoholic Beverage Control within the last 12 months, you are not eligible to compete in this examination.

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

Experience: One year of experience performing the duties of an Investigator I, Alcoholic Beverage Control, Range B, in the Department of Alcoholic Beverage Control.

OR II

Education: Equivalent to completion of two years of college with a major in police science, criminal justice, law enforcement, criminology, administration of justice, public administration, or auditing.

AND EITHER

1. **Experience:** Three years of experience as a Police Officer/Deputy Sheriff performing preliminary investigative work as part of the regular enforcement activity.

OR

2. **Experience:** Two years of experience as a Police Detective or as an investigator performing comparable investigative work in a public or private agency or in the armed forces.

(Experience as a Police Officer, Level 1 Reserve Police Officer, Deputy Sheriff, Level 1 Reserve Deputy Sheriff, State Traffic Officer, CA State University Police Officer, Fish and Game Warden, Arising Out-of-Employment / Course of Employment Investigator (Worker's Comp), Border Patrol Agent, Customs Agent, ATF / DEA / INS Agent, Secret Service Agent, Deputy US Marshal and Deputy US Air Marshal will be accepted under this pattern)

EXPERIENCE AND EDUCATION INFORMATION

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**.

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.

DESIRABLE QUALIFICATIONS

Possession of a Peace Officer Standards and Training Basic Certificate.

SPECIAL PERSONAL CHARACTERISTICS

Aptitude for investigation work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to work odd and irregular hours in various locations throughout the State; keenness of observation; good memory for names, faces, places, and incidents; emotional stability; tact; maturity; poise; reliability; willingness to associate with criminally inclined persons and environments; 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; ability to qualify for a fiduciary bond; and possession of a valid driver license and the ability to work under stress and adverse conditions.

THE POSITION

This is the advanced journey level in the series. Incumbents regularly conduct or participate in the most difficult and sensitive licensing and enforcement investigations including complex business structures applying for licensure; corporations, franchises, and partnerships suspected of concealing unqualified ownership; commercial bribery or illegal relationships between manufacturers, wholesalers, and retail licensees; business fraud, illegal discounts, or advertising schemes and devices; and vice, gambling, or similar activities normally associated with organized crime. Incumbents at this level exercise wide discretion and independence of action and spend a significant amount of time advising, assisting, training, and maintaining liaison with other enforcement agencies. Assignments may also include acting as a lead person to instruct, coordinate, and review the work of lower-lever investigators and developing program investigation policies which specifically require investigatory or law enforcement expertise.

SCOPE OF THE EXAMINATION

The following knowledge and abilities informs the applicant and employee what constitutes successful performance in the examination and on the job.

KNOWLEDGE OF:

1. Investigation techniques and procedures, rules of evidence and court procedures;
2. Laws of arrest;
3. Search and seizure and legal rights of citizens;
4. Service of legal process;
5. Duties of Federal, State, and local law enforcement agencies;
6. Civil, narcotic, and criminal investigation techniques;
7. Interview and interrogation techniques, processes, and procedures;
8. Provisions of the California Penal Code and the Code of Civil Procedures;
9. California Penal Code sections frequently used in the enforcement of Alcoholic Beverage Control laws;
10. Sources of information used in locating persons;
11 Procedures of the Office of Administrative Hearings;
12. Techniques of identifying, securing, preserving, and presenting evidence;
13. Disclosure laws, banking, escrow, and loan laws and procedures;
14. Laws and practices of business structures, such as corporations and limited partnerships;
15. Partnership and stock arrangements relating to the manufacture and sale of alcoholic beverages;
16. Effects of foreign ownership and/or controlled businesses upon license applications;
17. California financial codes and regulations governing the financial activity being investigated, such as complex financial schemes in the area of real estate, escrow transactions, banking, loans, stock arrangements, limited partnerships, and corporate law (multinational and conglomerate);
18. California Vehicle Code sections pertaining to drinking and possession in motor vehicles;
19. Disciplinary procedure as it relates to the types of actions which can be taken against licensed premises;
20. Functions of the Alcoholic Beverage Control Appeals Board and its related procedures; and
21. Provisions of the laws, rules, and regulations enforced or administered.

SCOPE OF THE EXAMINATION CONTINUED

ABILTIY TO:

1. Develop techniques, methods, and skills required in the conducting of civil, narcotic, and criminal investigations;
2. Participate effectively in surveillance investigations and interviews;
3. Determine the age of persons in and about licensed premises;
4. Interpret and apply laws and regulations to specific situations;
5. Gather and analyze facts and evidence and present such evidence as required;
6. Analyze situations accurately and adopt an effective course of action;
7. Exercise good judgment;
8. Follow instructions;
9. Communicate effectively and prepare reports in clear, concise form;
10. Operate standard office equipment, including computers;
11. Deal with law enforcement problems tactfully and effectively;
12. Deal effectively with members of the public and co-workers
13. Establish and maintain effective working relationships with Federal, State, and local law enforcement and district/city attorney agencies;
14. Work independently;
15. Assume the full responsibilities of a law enforcement officer;
16. Act in the various roles necessary to conduct undercover investigations in a variety of settings;
17. Make physical arrests;
18. Appear as an expert witness;
19. Analyze the effects of city and county ordinances on the Alcoholic Beverage Control Act or applicable Business and Professions Code sections on application for licensure;
20. Analyze potential negative and positive effects of location of the premises on the community;
21. Interpret police records;
22. Train and maintain liaison with other law enforcement agencies;
23. Analyze circumstances and recommend consistent actions in the approval or denial of applications or discipline against licensees;
24. Review the work of others;
25. Give guidance; and
26. Counsel in work methods and procedures.

ELIGIBLE LIST INFORMATION

A merged departmental promotional list will be established for ABC. Candidate's list eligibility lasts for 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

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.

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.

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, posses, 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.

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.

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.

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.

SPECIAL PHYSICAL CHARACTERISTICS

Good health; sound physical condition; 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 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 proportional to age and height.

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	**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.
SALARY INFORMATION	Recruitment and Retention Bonuses are offered at various counties throughout the State as identified below: • $200 monthly in Alameda • $200 monthly in Orange • $200 monthly in San Francisco
BENEFITS INCLUDE BUT ARE NOT LIMITED TO…	1. Deferred Compensation Plans (401k and 457 plans) 2. $100 monthly Bilingual Differential Pay 3. 75% Reimbursement of Van Pool, $65 maximum per month ($100 primary driver) 4. 75% Reimbursement of Public Transit Passes, $65 maximum per month 5. Flexible work hours (management discretion) 6. Pre-tax parking (where applicable) 7. Fourteen (14) paid holidays per year 8. Generous paid vacation/sick leave 9. Jury duty/military/bereavement leave 10. Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs) 11. Pre-retirement death benefit 12. Dependent Care Program 13. Long Term Insurance (CalPERS) 14. Home Loan Program (CalPERS) 15. Legal Services 16. Employee Assistance Program 17. Eleven (11) hours per month allowed for Annual Leave Credits. Increases to 14 hours after 37 months of full-time employment 18. California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)

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