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 I, ALCOHOLIC BEVERAGE CONTROL

DEPARTMENTAL OPEN NON-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.

FINAL FILE DATE: SEPTEMBER 30, 2007

SALARY: (A) $3774 - $4333 / (B) $4308 - $5187

WHO MAY APPLY

This is an Open Non-Promotional Examination for the Department of Alcoholic Beverage Control (ABC).

HOW TO APPLY

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 Holidays), on or before the final filing date 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 CANDIDATE.

SUBMIT APPLICATIONS TO:

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

EXAMINATION INFORMATION

WRITTEN EXAMINATION WEIGHTED 100%

This 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. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED FROM THE EXAMINATION.**

WRITTEN TEST DATE: NOVEMBER / DECEMBER 2007 (Accepted candidates will be notified by November 1, 2007 of their written test's date, time and location).

WRITTEN TEST COMPONENTS: Designed to evaluate a candidate's knowledge in the areas of

1. Interviewing and Investigating Procedures
2. Ability to Write Reports
3. Ability to Read and Analyze Data
4. Laws of Search and Arrest, Rules of Evidence and Court Procedures

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

TESTING LOCATIONS: Los Angeles, Sacramento and San Francisco, California. Scheduling for the various locations is based on the applicant's home address.

POSITIONS EXIST STATEWIDE.

CAREER CREDITS / VETERANS POINTS

Career credits will be granted to applicants according to Government Code Sections 18950, 18950.1, 18951, 18951.5, 18955.

Veterans Preference credits will be granted for this employment list established from this examination. Veteran status is verified by the State Personnel Board (SPB). **To obtain veterans preference, submit an Application for Veterans Preference for California State Civil Service Examinations form, Form SPB-1093, directly to the SPB. The SPB-1093 forms are available from the SPB (go to www.spb.ca.gov, type in SPB-1093 in the *Search* box located at the top right-hand corner of the screen and hit enter, then click on the first document that appears) and the Department of Veterans Affairs.**

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.

THE POSITION

This is the first journey level and full journey level in the series. Under direction of a higher-level investigator, incumbents in Range A conduct licensing and enforcement investigations which may include interpreting rules, regulations, and procedures and advising applicants; conducting investigations of criminal and administrative violations; interviewing witnesses; preparing detailed reports; recommending approval or denial of applications; making physical arrests; testifying in criminal and administrative hearings; and assisting higher-level investigators in the more difficult investigations. Range B is applied to experienced investigators who have demonstrated the ability to perform difficult licensing and enforcement investigations with increased independence and responsibility.

MINIMUM QUALIFICATIONS

EITHER I

Education: Equivalent to graduation from college or an equivalent degree approved by the Bureau of Private Postsecondary and Vocational Education under the provisions of California Educational Code Division 10, Part 59, Chapter 3 ***with either***:

1. A major in police science, criminal justice, law enforcement, criminology, administration of justice, public administration, or auditing.

OR

2. A minor (21 semester units or 31.5 quarter units) in police science, criminal justice, law enforcement, criminology, or administration of justice, with evidence that an internship and the following courses have been completed: introduction to criminal justice; introduction to criminal law; basic investigation; evidence; criminal procedure; and philosophy of law.

(Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

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

Experience: Two years of experience as a police officer/deputy sheriff performing preliminary investigative work as part of the regular enforcement activity.
(***Per ABC Subject Matter Experts***, experience as a Level 1 Reserve Police Officer, Level 1 Reserve Deputy Sheriff, State Traffic Officer, CA State University Police Officer, Fish and Game Warden, Arising Out-of-Employment or Course of Employment Investigator with the State Compensation Insurance Fund, Border Patrol Agent, Customs Agent, ATF / DEA / INS Agent, Secret Service Agent, Deputy US Marshal or Deputy US Air Marshal will also be accepted under this pattern)

OR III

Education: Equivalent to completion of the twelfth grade.

AND EITHER:

Experience:

1. One year of experience in the California state service performing duties comparable to an Investigator Trainee, Alcoholic Beverage Control. (Six months of service as an Investigator Trainee will admit applicants to the examination, but they must satisfactorily complete one year of experience in either of these classes before they can be considered eligible for appointment.)

OR

2. One year of experience as a police detective or as an investigator performing comparable investigative work in a public or private agency or in the armed services.
(***Per ABC Subject Matter Experts***, 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 or Course of Employment Investigator with the State Compensation Insurance Fund, Border Patrol Agent, Customs Agent, ATF / DEA / INS Agent, Secret Service Agent, Deputy US Marshal or Deputy US Air Marshal will also be accepted under this pattern)

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.

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.

KNOWLEDGE AND ABILITIES

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; and
11. Procedures of the Office of Administrative Hearings.

ABILITY 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; and
18. Appear as an expert witness.

ELIGIBLE LIST INFORMATION

A departmental Open Non-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

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.

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. California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System) 2. Deferred Compensation Plans (401k and 457 plans) 3. $100 monthly Bilingual Differential Pay 4. 75% Reimbursement of Van Pool, $65 maximum per month ($100 primary driver) 5. 75% Reimbursement of Public Transit Passes, $65 maximum per month 6. Flexible work hours (management discretion) 7. Pre-tax parking (where applicable) 8. Fourteen (14) paid holidays per year 9. Generous paid vacation/sick leave 10. Jury duty/military/bereavement leave 11. Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs) 12. Pre-retirement death benefit 13. Dependent Care Program 14. Long Term Insurance (CalPERS) 15. Home Loan Program (CalPERS) 16. Legal Services 17. Employee Assistance Program 18. Eleven (11) hours per month allowed for Annual Leave Credits. Increases to 14 hours after 37 months of full-time employment

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.

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