



CALIFORNIA HORSE RACING BOARD

EXAMINATION BULLETIN

SUPERVISING SPECIAL INVESTIGATOR II

DEPARTMENTAL PROMOTION

Visit our Website at www.chrb.ca.gov

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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.

MONTHLY SALARY **\$6,058.00 - \$7,679.00**

FINAL FILE DATE **AUGUST 14, 2013**

FILING/REQUIREMENT INFORMATION Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the testing department as of the final filing date in order to take this examination; or
2. Must meet the provisions of the State Personnel Rules 234, 235, or 235.2; or
3. Must be a current or former employee with the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed. STATE APPLICATIONS (Std. Form 678) including the CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE MUST BE **COMPLETED FULLY, SIGNED, AND DATED**. Online applications will not be accepted.

If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the State Application (Form 678). You will be contacted to make specific arrangements.

HOW TO APPLY Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

Standard State Application, form 678, and Criminal Record Supplemental Questionnaire may be filed in person or by mail to:
WENDY MATSUDA
CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA 95825
(916) 263-6049

SUBMIT APPLICATIONS with SUPPLEMENTAL QUESTIONNAIRE ONLY TO THE ADDRESS INDICATED ABOVE.
In completing question 2, on the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

Criminal Record Supplemental Questionnaire Information

- (1) The record of such an incident has been sealed in accordance with the Penal Code Section 851.7, 851.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per 4852.16 of the Penal Code).

THE POSITION Incumbents in this class perform peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 8360 et. Seq., and Government Code, Sections 20391 and 20393. Under the general direction of the Executive Director, the Supervising Special Investigator II (Chief Investigator) as a peace officer under the California Penal Code, Section 830.3(d), is responsible for northern field enforcement staff and conducts the most difficult and sensitive investigations; may present cases before the Board of Stewards; and assist with the update and maintenance of enforcement policies that impact the CHRB.

BENEFITS Employees earn vacation and sick leave or annual leave; receive compensation for all official State holidays; health benefits that cover the employee, spouse and dependents with various plans available to choose from; retirement plan; and other benefits such as survivors' benefits, bereavement leave, deferred compensation plan, dental plan, group legal services plan, long-term disability insurance, parental leave, and vision service plan.

EXAMINATION PLAN This is a departmental promotion examination for the California Horse Racing Board. Applicants must have a permanent civil service appointment with the California Horse Racing Board as of the final filing date, in order to take this examination. Eligibility may not be transferable to other State Agencies. Career credits and Veterans preference points will not apply.

The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW ONLY, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. It is anticipated that the examination interviews will be held in the month of August.

ELIGIBLE LIST INFORMATION A departmental list will be established and will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.

PEACE OFFICER STANDARDS **THE FOLLOWING PEACE OFFICER STANDARDS WILL APPLY:**

Citizenship Requirement
Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.

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 these classes.

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

**PEACE OFFICER
STANDARDS
CONTINUED**

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 these classes.

Background Investigation Information

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement

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

Psychological Requirement

Pursuant to POST Regulations 100(a)(7) requires psychological screening of applicants for peace officer classifications.

Training Requirements

Under provision of Penal Code Section 832, successful completion of training is required for peace officer status in this classification.

**MINIMUM
QUALIFICATIONS**

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 II", "Or III", 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.

Either I

One year of experience performing the duties of a Supervising Special Investigator I in California State service.

Or II

Two years of experience performing the duties of a Senior Special Investigator in California State service.

Or III

Experience: Three years of experience in investigation work, at least two years of which shall have been in a supervisory capacity.

And

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis).

**Special Personal
Characteristics**

Willingness to work irregular hours and overtime in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; and good interpersonal skills. Those with Spanish bilingual skills are encouraged to apply.

**SCOPE OF THE
EXAMINATION**

- A. Knowledge of:
1. Investigation techniques and procedures and directing others in the performance of investigatory work in racing procedure and terminology.
 2. Rules of evidence and court procedure.
 3. Principles of identifications, preservation, and persons.
 4. Laws of arrest, search and seizure, service of legal process and the legal rights of citizens.
 5. Principles and techniques of personnel management and supervision and supervising a staff of investigators.
 6. Interviewing techniques.
 7. Duties of Federal, State, and local law enforcement agencies.
 8. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered by the California Horse Racing Board.
- B. Skill in:
1. Planning, organizing, and directing investigations.
- C. Ability to:
1. Direct others in the performance of investigatory work.
 2. Supervise a staff of investigators.
 3. Dictate correspondence and prepare reports and speak and write effectively.
 4. Establish and maintain close working relationships with persons and agencies.
 5. Analyze situations accurately, think and act quickly in emergencies, and identify and take corrective administrative action on specific problems.

GENERAL INFORMATION

It is the Candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request to the California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, attention Wendy Matsuda.

Applications are available at the State Personnel Board, local Employment Development Department offices, and the California Horse Racing Board Offices.

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

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

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 eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 fingerprinting may be required.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from 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, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.

VETERANS' PREFERENCE: California law limits the granting of veterans' preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application form, which is available from the State Personnel Board offices, California Horse Racing Board Sacramento office or written test proctors.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)

California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049