



# CALIFORNIA HORSE RACING BOARD (CHRB)

## EXAMINATION BULLETIN FOR

### CHIEF, LICENSING & ENFORCEMENT, CHRB, CEA

### OPEN NON-PROMOTIONAL EXAMINATION

Visit our Website at [www.chrb.ca.gov](http://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** \$7,465.00 - \$8,230.00

**FINAL FILE DATE** December 6, 2012

**REQUIREMENT INFORMATION** ALL APPLICANTS MUST meet the POST certification, education and/or experience requirements for this examination by December 6, 2012, the final file date. Applications postmarked after the final file date 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 Standard State Application (Form 678). You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**HOW TO APPLY** Submit a Standard State Application, Criminal Record Supplemental Questionnaire Form, and a copy of at least Basic POST Certification to:

Attn: WENDY MATSUDA  
CALIFORNIA HORSE RACING BOARD  
1010 HURLEY WAY, SUITE 300  
SACRAMENTO, CA 95825

Submit all required documents only to the address indicated above. Applications (Form 678) are available at all CHRB locations, on the California Human Resources Website at [www.jobs.ca.gov](http://www.jobs.ca.gov), and any Employment Development Department office nearest you or call the CHRB Human Resources at (916) 263-6049 and have an application mailed to you.

**THE POSITION** Under administrative direction, incumbents plan, organize, and direct the enforcement and licensing activities of the Board, including the equine and human drug testing programs; assists in the development of specialized programs; provides general supervision of the regulation of racing activities throughout the State; represents the State and the CHRB in enforcing and monitoring compliance of CHRB rules and regulations with various Indian Bands to permit the conduct of simulcast wagering on Indian lands; prepares for and attends assigned CHRB committee meetings; recommends and assists in formulating policies for the program line operations; implements the programs and policies of the CHRB; represents the Board before the general public, law enforcement and prosecuting agencies; provides functional coordination of investigative activities of the CHRB and law enforcement agencies; provides liaison and coordination with administrative officials of other related Federal, State, and local agencies; coordinates with licensing agencies and professional self-policing organizations to provide information disclosed by investigation of licensees or members; and performs other related duties. The CHRB is a POST certified agency and complies with the Commission on Peace Officer Standards and Trainings certification requirements.

**SPECIAL PERSONAL CHARACTERISTICS** Willingness to work irregular hours and to travel throughout the State; good moral character; tact; persistence; keenness of observation; good memory for names, faces, and incidents; and neat personal appearance.

**DESIRABLE CHARACTERISTICS** Equivalent to graduation from college in public administration, business administration, law enforcement, or other related areas. Persons with horse racing and/or gaming knowledge and experience.

**EXAMINATION PLAN** This examination will consist of a qualification appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. 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.** This is an open examination and applications will not be accepted on a promotional basis. Therefore, career credits do not apply.

**ELIGIBLE LIST INFORMATION** A departmental open eligible list will be established with a list life of 24 months. Eligibility on this list 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 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 19<sup>th</sup> birthday.

Felony Disqualification  
Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code 1029, an applicant with a felony conviction will not be accepted for this examination.

Age  
Applicant must be at least 18 years of age.

Application for Examination Information

In completing question 11, on the first page of the Application (Form 678), you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" IF:

- 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).

Background Investigation Information

If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violation. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.

**PEACE OFFICER  
STANDARDS  
WILL APPLY CONT.**

Information collected for a background investigation after the examination is distinct from that required on the Application (Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing question 11 on the first page of the Application (Form 678).

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements state 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% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

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EITHER I

Must be a civil service employee with permanent civil service status.

OR II

Must be an employee of the Legislature for two or more consecutive years.

OR III

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.

**AND**

EITHER I

Two years of experience in the California state service performing the duties of Chief Investigator, CHRB.

OR II

Three years of experience in the California state service performing the duties of Supervising Special Investigator II.

OR III

Five years of progressively responsible managerial and/or supervisory experience in a law enforcement agency. At least three years must have been in a position which included administrative and supervisory responsibilities in an investigative services program area which involved duties such as directing and assigning work to investigators; maintaining statistics, and representing the agency with other governmental jurisdictions.

**SCOPE OF  
THE EXAMINATION**

A. Knowledge of:

1. Program, policies, and procedures of the CHRB
2. Criminal justice system and governmental functions and organizations
3. Principles of public administration, personnel management and effective supervision
4. Principles of organization, administration and management
5. Law enforcement activities as they relate to horse racing and pari-mutuel wagering practices, procedures, and terminology
6. Business and Professions Code, Penal Code, related statutes and court decisions as they relate to horse racing
7. Techniques of investigative work and skill in performing such work
8. A manager's role in affirmative action programs and the processes available to meet affirmative action objectives.

B. Ability to:

1. Effectively plan, organize, direct, and coordinate a major law enforcement program of statewide scope
2. Analyze and evaluate complex administrative problems
3. Organize and direct the work of others
4. Analyze data
5. Speak and write effectively
6. Appear before the racing public and private groups to explain departmental objectives and programs and secure cooperation and assistance of such groups
7. Establish and maintain cooperative working relationships with local, State, and Federal law enforcement agencies
8. Act independently with open-mindedness, flexibility, and tact
9. Analyze situations accurately and adopt an effective course of action
10. Effectively contribute to the Board's affirmative action objectives.

**GENERAL INFORMATION**

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 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.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, and the California Horse Racing Board. You can also access the State application on-line at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on the bulletin, 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.

**EXAMINATION LOCATIONS:** Ordinarily, qualification appraisal interviews are scheduled in Sacramento. However, locations of interview may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotion; (2) departmental promotion; (3) multidepartmental promotion; (4) servicewide promotion; (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, 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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the 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 recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are  
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).