



CALIFORNIA HORSE RACING BOARD

EXAMINATION BULLETIN SUPERVISING SPECIAL INVESTIGATOR I DEPARTMENTAL PROMOTION

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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 \$5,369.00 - \$6,802.00

FINAL FILE DATE AUGUST 30, 2011

FILING/REQUIREMENT INFORMATION 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, Criminal Record Supplemental Questionnaire, and, if applicable, SPB military confirmation letter 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 REQUIRED DOCUMENTS ONLY TO THE ADDRESS INDICATED ABOVE.

Criminal Record Supplemental Questionnaire Information 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:

- (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 Chief Investigator, the Supervising Special Investigator I, as a peace officer under the California Penal Code, Section 830.3(d), plans, organizes, directs and evaluates a staff of Investigators in (1) field investigations to detect or verify suspected violations of California Horse Racing laws, California Horse Racing Board (CHRB) rules and regulations, and other related laws; reviews the Investigators' reports in preparation of cases for administrative hearings and criminal or civil prosecution and (2) assisting with the occupational license process of persons and entities participating in California horse racing.

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 promotional examination for the California Horse Racing Board. Eligibility may not be transferable to other State Agencies. Applications will be accepted on a promotional basis, therefore no career credits will 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 September.

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.

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.

**PEACE OFFICER
STANDARDS
CONTINUED**

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 Senior Special Investigator I or Senior Special Investigator (Non-Peace Officer) in the California State service.

Or II

Two years of experience performing the duties of a Special Investigator, **Range B**, or Special Investigator (Non-Peace Officer), **Range B**, in the California State service.

Or III

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases. **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.)

Or IV

Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991 who meets the minimum qualifications.

**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.
 2. Directing others in the performance of investigatory work.
 3. Rules of investigatory work.
 4. Rules of evidence and court procedures.
 5. Principles of identification, preservation, and presentation of evidence.
 6. Sources of information used in locating persons.
 7. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
 8. Interviewing techniques.
 9. Duties of Federal, State, and local law enforcement agencies.
 10. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
 11. Principles and techniques of personnel management and supervision.
 12. Supervising a staff of investigators.
- B. Skill in:
1. Planning, organizing, and directing investigations.
- C. Ability to:
1. Direct others in the performance of investigatory work.
 2. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered.
 3. Supervise a staff of investigators.
 4. Gather, analyze, and prepare effective evidence.
 5. Prepare correspondences and reports.
 6. Speak and write effectively.
 7. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
 8. Analyze situations accurately.
 9. Think and act quickly in emergencies and adapt an effective course of action.

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.

CAREER CREDITS: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduations from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section 12 of the Standard 678 Form.

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