



# SUPERVISING DEPUTY ATTORNEY GENERAL

EXAM CODE:	6JUAH
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	PROMOTIONAL – CONTINUOUS
LOCATION(S):	STATEWIDE
SALARY INFORMATION:	<p>\$11,209.00 - \$14,401.00*</p> <p><i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i></p>
CLASS & SCHEM CODE:	5703 / OC45

## EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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.

## WHO CAN APPLY

Persons who meet the minimum qualifications by the announced cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applicants must have a permanent civil service appointment with the Department of Justice within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.



### CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year; however, the packets will only be processed during the current administration period. Generally, this examination is administered **once every six months**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not ensure a place on the eligible list. Once you have taken the examination, you may not retest for **12 months** from the established list date.

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

### ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **24 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### CUT-OFF DATE

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applications must also have an original signature.

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).**

### MINIMUM QUALIFICATIONS

Eight years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law\*, two years of which must have been at a level of responsibility equivalent to a Deputy Attorney General III. The two years of experience equivalent to the Deputy Attorney General III level must be obtained in the California State Civil Service.

### DEFINITION OF TERMS

**\*Experience in the "practice of law"** – means (1) legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California State courts, or any other state's court. For an individual's judicial clerkship to qualify as experience in the **"practice of Law,"** the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

**"Level of responsibility equivalent to..."** – means the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.



## POSITION DESCRIPTION

This is the working supervisor level. Individuals in this class plan, organize, and direct the work of subordinate attorneys and may supervise both paralegal and/or support staff; evaluate the performance of subordinate staff and take or effectively recommend appropriate action; provide training to subordinate attorneys; interview and select or actively participate in the interview and selection process for subordinate staff; develop strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex litigation, negotiation, legislative liaison, hearings, legal research, and opinion drafting.

## EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

### TRAINING AND EXPERIENCE NARRATIVE - 100%

The Training and Experience Narrative consists of job-related questions for which candidates must submit typed responses. A panel of subject matter experts will evaluate competitors' responses to each question using pre-determined scoring criteria. The questions are provided at the end of this examination bulletin and responses must be submitted along with each candidate's application package.

## KNOWLEDGE, SKILLS, & ABILITIES

The Training & Experience Narrative will measure the following:

### KNOWLEDGE OF

1. The English language, including grammar, pronunciation and vocabulary, to effectively communicate orally in a wide variety of circumstances.
2. The general principles of jurisprudence to ensure proper application of the law to facts, including statutory construction and stare decisis (i.e., obligation to follow precedent).

### ABILITY TO

1. Maintain and demonstrate high ethical standards in completing all assignments and projects.
2. Make decisions and take action and/or make commitments in a variety of situations under a variety of circumstances, even in uncertain situations or under uncertain circumstances, to accomplish department, section, or work unit goals.
3. Be flexible in adapting to changes in priorities, work assignments, and other interruptions that may impact pre-established courses of action for completing or progressing with projects and assignments.
3. Lead by positive example in managing the employees of the work unit or section.
4. Effectively perform job tasks during stressful working conditions (e.g., tight deadlines, heavy workload).
5. Use analytical reasoning, both inductive and deductive, to solve complex problems and develop solutions.
6. Handle difficult clients or constituents, situations, subordinate staff and different ideas and approaches.

### SKILL TO

1. Monitor the work of subordinate employees to ensure that it meets quality, quantity, and timeliness standards.
2. Maintain a neutral, unbiased stance when evaluating situations and make decisions without allowing personal views to improperly interfere.
3. Properly identify the nature of problems, generate alternatives, and implement solutions and approaches that successfully address the problems.
4. Cope and communicate effectively with individuals who are angry, uncooperative, or hostile, including co-workers and clients, while maintaining work productivity and professionalism.
5. Monitor the performance of subordinates and make appropriate corrections (e.g., training, progressive discipline) to ensure proper levels of performance.
6. Influence and motivate others to perform job-related tasks.
7. Document employee performance and complete employee performance evaluations and probationary reports.
8. Address unanticipated events that arise during the life of a case or project and adapt one's plan/strategy to accommodate.



## SPECIAL CHARACTERISTICS

### PERSONAL CHARACTERISTICS:

Honesty, integrity, reliability, fair, and conscientious.

## VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination.

## CAREER CREDITS

Career credits **do not** apply for this examination.

## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Signed Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- [Signed Affirmation Page](#)
- [Training & Experience Narrative Responses](#)

### MAILING ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: SDAG EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

### FILE-IN-PERSON/CERTIFIED MAIL ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: SDAG EXAMINATION  
1300 "I" STREET, 7TH FLOOR  
SACRAMENTO, CA 95814

### DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**PHONE NUMBER:** 916-210-6021  
**FAX NUMBER:** 916-445-1218  
**EMAIL ADDRESS:** [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)



### GENERAL INFORMATION

The Department of Justice 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 revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the 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 Department of Justice, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

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 on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

**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 list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of 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 on the other side of 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 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.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) 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 college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional 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 one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation 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 of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento) Department of Justice, Office of the Attorney General

Office of Human Resources, Testing & Selection Unit  
1300 I Street, Sacramento, CA 95814  
916-324-5039

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



## **Supervising Deputy Attorney General** **Training and Experience Narrative**

### GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Supervising Deputy Attorney General examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that, regardless of the writing software program you choose to use, your response to each question must only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one (1) page per question. **Responses that do not meet this criteria may result in disqualification from this exam. Please note that candidates who submit more than three (3) pages will only have the first three (3) pages of their exams scored.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- The exam submitted should solely be your work. Candidates are not to receive any coaching or assistance and supervisors should not review, edit, or make suggestions.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative process, you will obtain a position on the eligible list for the Supervising Deputy Attorney General classification.



### **Affirmation Page**

All applicants **must complete and return the entire** packet, including the Training and Experience Narrative, Affirmation page, STD 678, and Conditions of Employment form by the final filing date stated on the bulletin in order to be considered in this examination process.

The completed STD 678, Training and Experience Narrative, Affirmation page, and Conditions of Employment must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing & Selection Unit  
Attn: SDAG Examination  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person/Certified Mail Address:**

Department of Justice  
Testing & Selection Unit  
Attn: SDAG Examination  
1300 I Street, 7th Floor  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your Name  
(printed): \_\_\_\_\_

**Contact Information:**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_





**Supervising Deputy Attorney General**  
**Training and Experience Narrative**

**Question #1**

Please describe why you want to be a Supervising Deputy Attorney General, and how your experience and qualifications will enable you to be successful in the position.

**Question #2**

As a Supervising Deputy Attorney General, you must handle multiple competing tasks, each of which can be highly sensitive or mission critical. One morning, you arrive to work and find a deputy has left a lengthy brief on your desk for review which is due to be filed that day. You have never seen the brief before. Shortly after, you receive a phone call from a deputy who is in court and needs your immediate guidance on a strategy question. While you're on the phone, a deputy who looks upset interrupts your conversation to complain that he overheard his secretary make a derogatory comment about his ethnicity. He notifies you that he wants the secretary disciplined immediately. Finally, you have an important meeting scheduled in thirty minutes with a Special Assistant Attorney General that will take up the rest of the morning regarding a request from the Executive Office. Explain how you would handle these situations and the reasoning behind the course(s) of action you would take.

**Question #3**

As a Supervising Deputy Attorney General, you may need to handle employees who regularly struggle with substandard written work, poor judgment, erratic attendance, and low productivity. How would you handle these issues with a probationary employee? How would you handle these issues with an experienced employee (i.e., in her third year)?



DEPARTMENT OF JUSTICE  
SUPERVISING DEPUTY ATTORNEY GENERAL  
PROMOTIONAL - STATEWIDE

CONDITIONS OF EMPLOYMENT  
FORM 631  
IDENTIFICATION #: \_\_\_\_\_  
(Personnel Office Use ONLY)

NAME: \_\_\_\_\_ (PLEASE PRINT)  
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.  
If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

\*\*\*\*\*  
PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- |                          |        |                       |
|--------------------------|--------|-----------------------|
| <input type="checkbox"/> | (05)   | Anywhere in the State |
| <input type="checkbox"/> | (0100) | Oakland               |
| <input type="checkbox"/> | (1000) | Fresno                |
| <input type="checkbox"/> | (3800) | San Francisco         |
| <input type="checkbox"/> | (1900) | Los Angeles           |
| <input type="checkbox"/> | (3700) | San Diego             |
| <input type="checkbox"/> | (3400) | Sacramento            |

\*\*\*\*\*  
PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- |                          |     |  |
|--------------------------|-----|--|
| <input type="checkbox"/> | (D) | Permanent - full time <u>only</u> .  |
| <input type="checkbox"/> | (R) | Permanent - part time or intermittent or<br>Temporary - full time, part time, or intermittent. |
| <input type="checkbox"/> | (A) | All of the above   |

\*\*\*\*\*  
NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT,  
IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
1300 "I" STREET  
SACRAMENTO, CA 95814