



# CRIMINAL IDENTIFICATION SPECIALIST I

EXAM CODE:	9JU02
DEPARTMENT(S)	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN – CONTINUOUS
LOCATION(S):	SPOT - SACRAMENTO
SALARY INFORMATION:	\$ 3,207.00 - \$ 3,931.00*
	<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>
CLASS & SCHEM CODE:	8462 / VE35

## 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.

## 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. **Administration of this examination 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 assure a place on the eligible list. Once you have taken the examination, you may not retest for **12 months** from the established list date.

## WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

## 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 open 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 test 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](http://oag.ca.gov)). Applications must also have an original signature. Applications without original signature will be rejected from the examination. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**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

#### EITHER I

One year of experience in the California state service performing the duties of a criminal identification and intelligence assistant.

#### OR II

Equivalent to completion of two years of college.

#### OR III

Two years of work experience in a criminal justice agency performing duties comparable in level of responsibility to those of a Program Technician I (Criminal Records).

### DEFINITION OF TERMS

**"performing the duties of..."** means you must have been appointed to and working in the classification for the specified amount of time.

**"Equivalent completion of two years of college"** means completion of 60 semester units or 90 quarter units from an accredited college.

**NOTE:** College course information must include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Evidence of completion of required course work must be attached to the application at the time of filing (i.e. copy of transcript). Competitors who fail to provide copies of transcripts will be eliminated from the examination.

**"performing duties comparable in level of responsibility..."** means you must have experience of the type and length of time in a class or position at the same (or a higher) level of responsibility as the one specified. For this pattern, it is not required that the experience was performed in the California State Service.



## POSITION DESCRIPTION

This is the entry, training, and first working level in the series. Incumbents perform simple, routine duties involving the classification, searching, and comparison of fingerprints; the location and identification of persons who are missing, wanted, or deceased; the registration of specified offenders and licensing of persons and establishments; the sealing of criminal records; the location and identification of stolen property; and all other criminal identification functions of the Department of Justice.

## 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:

### WRITTEN EXAMINATION - 100%

The written examination consists of a set of job-related multiple-choice questions. Candidates will be provided with scratch paper, a scantron, pencils, and erasers. Scoring will be based on the number of correct responses.

## TEST DATE

It is anticipated that the test will be conducted the weeks of **March 4<sup>th</sup>, 2019 and/or March 11<sup>th</sup>, 2019**. The test will be administered in Sacramento.

## KNOWLEDGE, SKILLS, & ABILITIES

The **WRITTEN EXAMINATION** will measure the following:

### KNOWLEDGE OF:

1. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### ABILITY TO:

1. Extract data from detailed documents (e.g., criminal history records).
2. Perform detail-sensitive work in an accurate and thorough manner.
3. Communicate information and ideas in writing in a clear, articulate manner using appropriate tone, vocabulary, and grammar so others will understand.
4. Interpret and analyze information in order to draw valid and supportable conclusions.
5. Interpret and analyze information in order to draw valid and supportable conclusions.
6. Read and understand information and ideas presented in writing.
7. Apply general rules to specific problems to produce logical conclusions.
8. Form conclusions and recommendations after analyzing data and constraints.
9. Apply the relevant statute or procedure to a given set of facts or data.
10. Conduct oneself in a professional manner under a variety of circumstances.
11. Speak to others to convey information courteously, professionally, tactfully, and effectively according to the needs of the audience.
12. Work productively as a member of a team in order to achieve work goals.
13. Use patience and tact in corresponding with the public and allied agencies.
14. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
15. Work independently to meet deadlines with minimal supervision.
16. Perform effectively during stressful working conditions (e.g. tight deadlines, changing work environment, public speaking) in order to perform job tasks.
17. Successfully complete multiple projects simultaneously (i.e. multi-task) within appropriate timeframes while maintaining a high level of work product.



## ADDITIONAL EXAMINATIONS

### BACKGROUND INFORMATION:

Under section 432.7(e) of the labor code, persons seeking employment with the department of justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, state, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

## SPECIAL CHARACTERISTICS

### PERSONAL CHARACTERISTICS:

Retentive memory, keenness of observation, patience, good judgment, and accuracy.

## VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, 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.

## CAREER CREDITS

Career credits do not apply for this examination.



## FILING INSTRUCTIONS

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

- [Standard State Employment Application \(Form STD 678\)](#)
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

### MAILING ADDRESS:

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

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: CRIMINAL IDENTIFICATION SPECIALIST I EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
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:

<b>PHONE NUMBER:</b>	916-210-6021
<b>FAX NUMBER:</b>	916-445-1218
<b>EMAIL ADDRESS:</b>	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, 916-210-6021, 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  
916-210-6021

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.