



DEPUTY ATTORNEY GENERAL V

EXAM CODE:	8JU04
EXAM TYPE:	DEPARTMENTAL – PROMOTIONAL
LOCATION(S):	STATEWIDE
BULLETIN RELEASE DATE:	March 6 th , 2018
FINAL FILING DATE:	March 20 th , 2018
SALARY INFORMATION:	\$10,333 - \$13,188*
	<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:	5701 / OC51

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 final filing date. 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.



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 list will be abolished **24 months** after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

FINAL FILING DATE

March 20th, 2018

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature. Applications without original signature will be rejected from the examination.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

MINIMUM QUALIFICATIONS

Thirteen years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law, three years of which must have been at a level of responsibility equivalent to Deputy Attorney General IV. The three years of experience at the Deputy Attorney General IV level must be obtained in California State Civil Service. (Applicants who have completed twelve years and six months of the required total legal experience including two years and six months of the required experience comparable to the Deputy Attorney General IV class will be admitted into the examination but must complete the required thirteen years total legal experience which includes at least three years of experience at the Deputy Attorney General IV level before they will be eligible for appointment.)

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

Incumbents in this class are the most experienced attorneys and are considered to be the top experts in a broad or specialized area of law. They have demonstrated their ability to independently perform assignments consisting of the most difficult, complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General V represents and acts as counsel for the largest State departments, for a group of boards and commissions whose legal work is exceptionally difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of the greatest difficulty and handle cases that are very likely to be appealed to the highest courts. They may act as leadpersons over the work of other attorneys.



EXAMINATION INFORMATION

This exam will consist of the following:

TRAINING AND EXPERIENCE NARRATIVE – 50%

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 rating and scoring criteria. Exams will be scored only for those candidates who meet the minimum qualifications. The questions are provided at the end of this examination bulletin.

QUALIFICATION APPRAISAL PANEL (QAP) – 50%

The QAP consists of an oral interview that will contain a set of job-related questions. Candidates will be provided a copy of the interview questions to review and take notes for a period of time before entering the interview room. Candidates' verbal responses will be evaluated by a panel of Subject Matter Experts against job-related scoring criteria.

Applicants must receive a passing score on the Training and Experience Narrative in order to proceed to the next phase of the examination process, the Qualifications Appraisal Panel. To obtain a position on the eligible list, applicants must receive a minimum score of 70% on each exam component. Competitors who successfully pass both exam components will receive a final score based on a combination of both components.

TEST DATE

It is anticipated that the QAP will be conducted **May 14th through June 1st**. Testing locations will be determined based on the applicant pool, but generally will be held at the DOJ main offices in Sacramento, The Bay Area, Fresno, Los Angeles, and San Diego.

KNOWLEDGE, SKILLS, & ABILITIES

The **Training and Experience Narrative & Qualification Appraisal Panel** will measure the following:

KNOWLEDGE OF:

1. Criminal law elements and principles (e.g., mens rea, general defenses, theories of culpability, self-incrimination) found in constitutions, case law, and statutes, in order to recognize issues in case assignments and to aid in legal analysis.
2. Available methods and sources to complete legal research, including what types of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
3. How to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in evaluating the likely legal outcome.
4. Applicable local, state, and federal authority to formulate and apply legal strategy and advise agency representatives and/or clients on legal options.
5. Constitutional and procedural law to complete the most complex, difficult, and sensitive legal activities.
6. Rules governing filing, submission, and service of legal documents (pleadings, opinion letters, briefs, motions).
7. The various means to resolve disputes, including litigation, legislation, administrative rule making and/or adjudication, and alternative dispute resolution (ADR) mechanisms, to identify the most effective approach for a particular case or dispute.
8. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, accurate and error free.
9. The legislative process at State and federal levels to understand how pending bills can affect cases and public policy, and to advise clients and management of potential impacts.
10. Relevant substantive areas of law that apply to public entities (e.g., due process, privacy, immunities, record disclosure laws, conflict of interest, open meetings) to formulate and apply legal strategy and advise agency representatives and/or clients on legal options.



ABILITY TO:

1. Conduct legal research using electronic and hardcopy documents to ensure accuracy, currency and completeness on the most complex, difficult, and sensitive legal activities.
2. Use internet resources to research various job-related information.
3. Identify and comply with procedural rules to formulate and apply legal strategy and advise agency representatives and/or clients on legal options.
4. Engage in high level discussions and consultations involving the most complex, difficult, and/or sensitive legal matters or documents to achieve departmental/state objectives.
5. Independently prepare clear, effective, and persuasive legal arguments in documents (e.g., briefs, motions, pleadings, opinions, memoranda, correspondence) to persuade decision-makers or other readers.
6. Review, proofread and/or finalize work product prepared by paralegals, and/or other attorneys to ensure accuracy and appropriateness.
7. Analyze, appraise, and apply legal principles, facts, and precedents to legal problems to complete work assignments.
8. Use logic, reasoning and sound judgment in decision making to objectively identify relevant facts and implications related to a matter before drawing conclusions and determining courses of action.
9. Take initiative and be proactive in identifying potential legal or programmatic issues to recommend strategies that mitigate or eliminate potential problems or risks.
10. Develop innovative solutions and strategies to successfully complete assigned projects or assignments.
11. Quickly integrate new issues and information with existing knowledge to formulate legal strategies and advise the department/state on legal options.
12. Lead and manage the most complex, difficult, or sensitive legal matters using a high degree of independent judgment.
13. Review, proofread and/or finalize work product prepared by paralegals, and/or other attorneys to ensure accuracy and appropriateness.
14. Work collaboratively with others in a collegial environment in order to foster a productive work setting and maintain the confidence and respect of others.
15. Read and comprehend a variety of complex non-legal materials (e.g., position papers, technical treatises, peer reviews) for use in the most complex, difficult or sensitive legal matters.
16. Determine the proper scope of an investigation or other fact-gathering projects to develop work plans and define the resources necessary for project completion.
17. Identify, locate, and distill relevant or useful information from a large volume of documents or data to complete associated work product.
18. Assimilate and prioritize large amounts of information to formulate appropriate theories and possible courses of action.
19. Orally communicate complex and technical information convincingly, accurately and without ambiguity to ensure understanding by the intended audience.
20. Communicate with multiple individuals or entities with different interests or positions on the most complex, difficult or sensitive legal matters to effectively represent the client/department/state.
21. Objectively evaluate the most complex, difficult or sensitive legal matters to make recommendations without allowing personal views or external pressures to interfere with decision-making.
22. Mentor and train other attorneys and paralegals to assist in developing knowledge and maintaining productivity.
23. Lead and guide the work of others (e.g., paralegals, law clerks) to ensure projects are completed, including communicating expectations, delegating, monitoring progress, and providing feedback.

ADDITIONAL REQUIREMENTS

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.



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:

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

MAILING ADDRESS:

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

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: DEPUTY ATTORNEY GENERAL V EXAMINATION
1300 "I" STREET, 7th FLOOR RECEPTIONIST
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



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), and local Offices of the Employment Development Department (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 12th 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, Talent Acquisition and Analytics 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.



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

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the first component of the Deputy Attorney General V examination, weighted 50% of the overall score. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To proceed to the next phase of the examination process a minimum score of 70% must be received on this component. 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 may 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 Narrative is three (3) pages, one (1) page per question. **Responses that do not meet this criteria may not be rated and may result in disqualification from this exam.**
- 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 to examination material.

If you have any questions regarding this the Training and Experience Narrative, please contact:

Jeremiah Honer
Talent Acquisition and Analytics Unit
916-210-7226
Jeremiah.Honer@doj.ca.gov



Affirmation Page

All applicants **must complete and return the entire** packet, including the Training and Experience Narrative, Affirmation page, 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 Training and Experience Narrative, Affirmation page, Conditions of Employment must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Talent Acquisition and Analytics Unit
Attn: DAG V Examination
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Talent Acquisition and Analytics Unit
Attn: DAG V Examination
1300 I Street, 1st Floor Lobby
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 willful 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: _____
Your Name
(printed): _____

Date: _____

Contact
Information:

Address: _____

City, State, Zip _____

Phone
Number: _____

Email address: _____



Deputy Attorney General V (DAG V)
Training and Experience Narrative

Question #1:

A DAG V is expected to have the highest level of skill in research, analysis, and written advocacy. Give an example of an instance within the past three years when you applied these skills to a complex legal matter. Describe the significance of the matter and how your advocacy made a difference.

Question #2:

A DAG V is expected to be an expert in a broad or specialized area of law that is significant to the Office of the Attorney General. Please describe your field and level of expertise and how you developed it. Also, provide specific examples of how you have used such expertise to support the mission of your office.

Question #3:

Please describe a time when you were acting as either the sole or lead attorney on a matter (or portion of a matter), in which you had to exercise sound judgment on a tactical, strategic, or policy decision that potentially had a significant impact on other agencies, programs, stakeholders or constituents. Include your role, a description of the matter, who or what it affected or potentially affected, and the outcome.

DEPARTMENT OF JUSTICE
DEPUTY ATTORNEY GENERAL V
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:

- | | |
|------------|-----------------------|
| ___ (05) | Anywhere in the State |
| ___ (0100) | Alameda County |
| ___ (1000) | Fresno County |
| ___ (1900) | Los Angeles County |
| ___ (3400) | Sacramento County |
| ___ (3700) | San Diego County |
| ___ (3800) | San Francisco County |

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT:

Please Check Your Choice(s):

___ (D) Permanent - full time only.

___ (R) Permanent - part time or intermittent.

Temporary - full time, part time, or intermittent.

___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TALENT ACQUISITION AND ANALYTICS UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
ATTN: JERIMIAH HONER
1300 "I" STREET
SACRAMENTO, CA 95814