



## FIELD REPRESENTATIVE, DEPARTMENT OF JUSTICE

<b>EXAM CODE:</b>	<i>OJU20</i>
<b>DEPARTMENT(S):</b>	<i>DEPARTMENT OF JUSTICE</i>
<b>EXAM TYPE:</b>	<i>OPEN</i>
<b>LOCATION(S):</b>	<i>STATEWIDE</i>
<b>BULLETIN RELEASE DATE:</b>	<i>Monday, December 14, 2020</i>
<b>FINAL FILING DATE:</b>	<i>Tuesday, December 29, 2020</i>
<b>SALARY INFORMATION:</b>	<i>\$5,435.00 - \$6,756.00*</i> <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>
<b>CLASS &amp; SCHEM CODE:</b>	<i>8519 / VD61</i>

### 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.

### 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.

### 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 final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

### ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The list will be 12 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

**Tuesday, December 29, 2020**

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the final filing date located on this bulletin. Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. 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. If using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that either electronic delivery, parcel service, or certified mail are used. Using one of these options will provide proof the application was sent prior to the final filing date.

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

## MINIMUM QUALIFICATIONS

### EITHER I

One year of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist III\*. Or

Two years of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist II\*\*.

### OR II

Experience: Four years of increasingly responsible experience performing criminal justice-related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of a Criminal Identification Specialist III\* or at least two years performing duties comparable in level of responsibility to those of a Criminal Identification Specialist II\*\*.) and

Education: Equivalent to completion of two years of college.

\*Please note: This classification has been reclassified to Crime Analyst II.

\*\*Please note: This classification has been reclassified to Crime Analyst I, Range B.

## DEFINITION OF TERMS

**“Performing duties in a class with a level of responsibility equivalent to”** means that the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level or responsibility as the class specified.

**“Equivalent to completion of two years of college”** means equivalent to completion of 60 semester units or 90 quarter units from an accredited college or university.



## POSITION DESCRIPTION

Under direction, to independently perform field liaison work between the Department of Justice and various local, State and Federal agencies concerning services provided by the Division of Law Enforcement; to provide training to criminal justice personnel in the use of these services; and to do other related work.

Positions exist in Fresno, Los Angeles, Riverside, Sacramento, and Shasta counties.

## 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:

### **Oral Presentation - 30%**

The Oral Presentation will require candidates to deliver a presentation to a panel of subject matter experts. The prompt and requirements regarding this phase of the examination will be mailed two weeks prior to the examination date to all candidates who meet the minimum qualifications. The presentation will be rated using pre-determined, standardized, job-related scoring criteria.

### **Qualification Appraisal Panel (QAP) - 70%**

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.

## TEST DATE

It is anticipated that the Oral Presentation and Qualification Appraisal Panels will be conducted the weeks of **February 15<sup>th</sup>, 2021** and/or **February 22<sup>nd</sup>, 2021**. The Oral Presentation and Qualification Appraisal Panel will be administered remotely via video conference due to current social distancing restrictions.



## KNOWLEDGE, SKILLS, & ABILITIES

The **Oral Presentation and Qualification Appraisal Panel** will measure the following:

### KNOWLEDGE OF:

1. Training techniques used to train criminal justice agencies, applicant/regulatory agencies, or licensees, in program information and data reporting procedures, requirements, statutes, and regulations.
2. Data reporting procedures, requirements, statutes, and regulations in order to identify problems, and develop solutions.
3. Auditing techniques to verify compliance with various local, state, and federal statutes and regulations.
4. Techniques, procedures, and terminology used in criminal investigations to assist Law Enforcement Agencies (LEA).
5. The Automated Criminal History System (ACHS), manual criminal history files, Criminal Offender Record Information (CORI) regulations, applicant fingerprint process, and practices and policies of California Law Enforcement Telecommunication System (CLETS)/LEAWEB.
6. Various California Justice Information Services (CJIS) databases to access data required in the performance of job duties (e.g. AFS, ACHS, etc.).

### ABILITY TO:

1. Collect, research, evaluate, and analyze assigned areas of program operation to increase the accuracy of data.
2. Display conference presentation techniques in order to participate in various conferences and meetings as a speaker and/or member of committees.
3. Follow both written and verbal instructions to complete assigned duties.
4. Speak effectively to present reports or information to department management, the public, or local, state, and federal criminal justice agencies, applicant/regulatory agencies, or licensees.
5. Present information and ideas concisely and effectively, both orally and in writing.
6. Identify problems and creatively strategize for solutions.
7. Develop and plan conferences, meetings, and training sessions.
8. Demonstrate organization and methodical approaches while balancing different tasks, duties, and projects.
9. Evaluate situations accurately to take effective action at the appropriate time.
10. Apply creative thinking to the processing of information.
11. Work independently or as part of a team to complete projects and meet departmental goals and objectives.
12. Reason logically in resolving complex problems.
13. Respond to changes in the work unit in a positive manner to ensure changes are incorporated to the unit smoothly.
14. Help the department and other local, state, and federal criminal justice agencies, applicant/regulatory agencies, or licensees to work together and share information with one another.

### SKILL IN:

1. Making presentations using multimedia technology (e.g. PowerPoint).
2. Using webinars, teleconference calls or on-site resources to develop and plan conferences, meetings, and training sessions for DOJ, LEAs, other state agencies, and the general public.
3. Analyze information to ensure departmental/program needs are appropriately addressed.
4. Develop analytical or statistical reports to provide status reports (e.g. training needs assessments, audit concerns, etc.).



## SPECIAL CHARACTERISTICS

### PERSONAL CHARACTERISTICS:

Demonstrated ability to act independently; flexibility; tact.

## 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 \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing 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: FIELD REPRESENTATIVE EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

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

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: FIELD REPRESENTATIVE EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
SACRAMENTO, CA 95814

### EMAIL SUBMISSION:

SUBJECT LINE: FIELD REPRESENTATIVE EXAMINATION  
EMAIL ADDRESS: [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)

## DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- 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, 916-210-6021, 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.

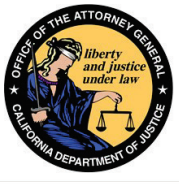
**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, 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.



DEPARTMENT OF JUSTICE  
 FIELD REPRESENTATIVE,  
 DEPARTMENT OF JUSTICE  
 DEPARTMENTAL OPEN - 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.

Note: The location of offices may vary depending on the hiring Department.

\*\*\*\*\*  
 PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:  
 \_\_\_ Fresno (1000)      \_\_\_ Riverside (3300)      \_\_\_ Shasta (4500)  
 \_\_\_ Los Angeles (1900)      \_\_\_ Sacramento (3400)

\*\*\*\*\*  
 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/ 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