



## ASSISTANT BUREAU CHIEF (SWORN)

<b>EXAM CODE:</b>	2JU11
<b>DEPARTMENT(S):</b>	DEPARTMENT OF JUSTICE
<b>EXAM TYPE:</b>	OPEN
<b>LOCATION(S):</b>	STATEWIDE
<b>BULLETIN RELEASE DATE:</b>	WEDNESDAY, NOVEMBER 30, 2022
<b>FINAL FILING DATE:</b>	WEDNESDAY, DECEMBER 14, 2022
<b>SALARY INFORMATION:</b>	\$13,207 - \$15,971*
	<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>	8681/VD15

### 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 #10 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 abolished **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

**WEDNESDAY, DECEMBER 14, 2022**

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 the Examinations Page of the OAG website ([oag.ca.gov](http://oag.ca.gov)). 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.

Please note, 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 be considered late and not be accepted into the examination unless you are able to provide clear evidence that it was submitted timely. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. 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

1. One year of experience in the Department of Justice, performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator II, **OR**
2. Two years of experience in the Department of Justice performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I.

### OR II

**Experience:** Five years of supervisory experience in a law enforcement agency. At least two years must have been in a supervisory position which included administrative responsibilities, such as budgeting, management analysis, personnel, statistical analysis, or research in an identification, criminal statistics, narcotic enforcement, investigations, or technical services program area. (Experience in the California state service applied toward this requirement must include at least one year performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator II or two years performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I or two years performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I. (Possession of a graduate degree in public administration, business administration, law, political science, or related areas may be substituted for one year of required experience.)

### AND

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## DEFINITION OF TERMS

**"Duties...comparable in level to..."** means that you must have state service experience of the type and length of time in a class at the same (or a higher) level of responsibility as the class specified.

**"Equivalent to graduation from college"** means possession of a bachelor's degree from an accredited or approved four-year academic institution.



### POSITION DESCRIPTION

This level in the series is responsible for assisting a Bureau Director in the planning, organization, direction, and administration of a major program area of the Department. Incumbents are involved in a wide range of administrative and managerial duties of program implementation, such as the review of major projects within the Bureau, formulation of Bureau training programs, representing the Department before the general public and other law enforcement agencies, and acting for the Bureau Chief in his/her absence. Incumbents may be ordered by the Attorney General to assume responsibility for direction of local law enforcement activities in the event of a regional or statewide emergency.

Incumbents in this class perform peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830.1(b), and Government Code, Section 20398.

Positions exist in Los Angeles and Sacramento.

### 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' response 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 exam bulletin.

### KNOWLEDGE, SKILLS, & ABILITIES

The **Training & Experience Narrative** will measure the following:

#### KNOWLEDGE OF:

1. The criminal justice system and law enforcement related governmental functions and the organization.
2. The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch.
3. Policies, procedures, and programs of the Department of Justice.
4. Research and statistics used to analyze the impact and effectiveness of programs, policies, and/or procedures to provide quantitative data documenting the status of the programs, policies, and/or procedures.
5. Personnel procedures to plan and ensure personnel actions are in compliance with departmental procedures and policies, as well as State laws and regulations as enforced by the California Department of Human Resources (CalHR).
6. Departmental budgeting and monitoring processes to ensure the appropriate development and monitoring of program, project, and/or bureau budget administration and reporting.
7. The budget change proposal process (BCP) to make desired changes to bureau or division budget.
8. The legislative process (i.e. how a bill becomes a law).
9. The manager's role in the Equal Employment Opportunity and the processes available to meet equal employment opportunity objectives.
10. The principles, practices, and trends of public administration, organization, and management.
11. The progressive discipline process.
12. Bargaining Unit 7 union contract and the associated implications for managing bureau staff.
13. The Peace Officer Bill of Rights.
14. Due process and legal rights owed to a person (e.g., Brady law).
15. Internal affairs and appropriate procedures.
16. Potential funding sources for programs and a the local, state, and federal level sufficient.



### ABILITY TO:

1. Administer and manage a major law enforcement program of the Department of Justice.
2. Administer and manage law enforcement personnel within the Department of Justice.
3. Analyze and evaluate complex administrative problems.
4. Appear before public and private groups to explain departmental objectives, programs and general administrative matters and secure the cooperation and assistance of such groups.
5. Organize and direct the work of others.
6. Develop and implement new administrative methods and procedures.
7. Act independently with open-mindedness, flexibility and tact to new or different ideas and opinions.
8. Communicate information and ideas in writing in a clear, articulate manner using appropriate tone, vocabulary, and grammar so others will understand.
9. Communicate information and ideas orally in a clear voice using appropriate tone, volume, vocabulary, grammar, speed, and non-verbal cues so others will understand.
10. Listen to and understand information and ideas presented through spoken words and sentences, including recognition of non-verbal cues.
11. Build effective working relationships with members of all levels of an organization or unit.
12. Think clearly and quickly, analyze information and materials, and formulate conclusions based on prescribed policies and procedures.
13. Speak clearly and effectively to audiences at all levels including line program staff, administrators, and elected officials.
14. Maintain credible relations with other local, state, and federal law enforcement agencies.
15. Maintain personal composure in high stress or frustrating situations.

### SKILL IN:

1. Assign and delegate work to bureau staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
2. Read and understand State statutes, laws, proposed legislation, regulations and other written documents.
3. Negotiate solutions with internal and external stakeholders who may hold widely disparate views or positions on policy issues.
4. Manage multiple projects and timelines simultaneously without dropping deadlines.

## ADDITIONAL EXAMINATIONS

### BACKGROUND 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 EXAMINATION:

Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

### PSYCHOLOGICAL REQUIREMENT:

Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications.

### CITIZENSHIP REQUIREMENT:

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

### 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.

### TRAINING REQUIREMENTS:

Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in these classifications.



## DISQUALIFIERS

### FELONY CONVICTION 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.

### FIREARMS CONVICTION DISQUALIFICATION:

Incumbents in this class conduct civil, criminal, or narcotic investigation and enforcement activities for the Department of Justice. Incumbents are assigned to a team and may work independently or as a lead-person coordinating the work of other law enforcement personnel. Incumbents may be assigned to provide training and technical assistance to law enforcement personnel.

## 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.

## APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>



## 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 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.*
- [Criminal Record Supplemental Questionnaire](#)
- [Signed Affirmation Page](#)
- [Training & Experience Narrative Responses](#)

### MAILING ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: ASSISTANT BUREAU CHIEF (SWORN) EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

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

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: ASSISTANT BUREAU CHIEF (SWORN) EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
SACRAMENTO, CA 95814

### EMAIL SUBMISSION:

SUBJECT LINE: ASSISTANT BUREAU CHIEF (SWORN) EXAM  
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:	<a href="mailto:TSU@DOJ.CA.GOV">TSU@DOJ.CA.GOV</a>



## State of California, Department of Justice ~ Examination Bulletin

### 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 they have not received their 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.

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

Applications are available at California Department of Human Resources Offices (<https://calcareers.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 in this bulletin, 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 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 or via remote conference or online systems. 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 between 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 in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness as demonstrated in the candidate's response. 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 their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their 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) Californian High School Proficiency Examination 3) admission to and completion of work in a recognized college (12 semester units of college-level courses); 4) 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 5) business college work: This may be substituted for the required high school education on a year-for-year basis for clerical and accounting classes.

**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 STD-678. Note: State Employees who meet the above criteria to receive Career Credits must provide their Social Security Number on the application, Page 1 – General Information (STD. 678), to ensure that Three Career Credit Points are added to their final passing test score. (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.





**ASSISTANT BUREAU CHIEF (SWORN)**  
**Training and Experience Narrative**

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Assistant Bureau Chief (Sworn) examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To be placed on the eligibility list a minimum score of 70% must be received on this component. Read the instructions carefully 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 four (4) questions.
- You must type your responses to these questions.
- 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 all sides of the page. The maximum number of pages you should complete for this Training and Experience Narrative is four (4) 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 the Training and Experience Narrative responses.

If you have any questions regarding this examination, please contact:

Magan Zheng  
Testing and Selection Unit  
916-210-6168  
Magan.Zheng@doj.ca.gov





## Affirmation Page

All applicants **must complete and return the entire** packet, including the Training and Experience Narrative, signed STD. 678 Standard State Application, 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, signed STD. 678, Affirmation page, and Conditions of Employment must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
Attn: Assistant Bureau Chief (Sworn)  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
Attn: Assistant Bureau Chief (Sworn)  
1300 I Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

**Email Submission:**

Subject Line: Assistant Bureau Chief (Sworn) Exam  
Email Address: [TSU@doj.ca.gov](mailto:TSU@doj.ca.gov)

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

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

Contact Information:

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

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

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

Email address: \_\_\_\_\_



**ASSISTANT BUREAU CHIEF (SWORN)**  
**Training and Experience Narrative**

**Question #1**

An important leadership function of an Assistant Bureau Chief (Sworn) is to monitor, evaluate, and develop subordinate supervisors and managers. Please describe the leadership skills you have used to accomplish these functions, including establishing goals, implementing objectives, and developing measurement tools to evaluate results. Please include specific examples of when you have applied these skills.

**Question #2**

As an Assistant Bureau Chief (Sworn), you may be tasked with addressing performance issues of the teams you manage, including poor quality and timelines of work products. What experience have you had holding a team accountable and ensuring that program mandates are met in a manner consistent with applicable rules and policies? Please provide specific examples, as well as the steps you took to ensure your efforts were effective.

**Question #3**

As an Assistant Bureau Chief (Sworn), you may be tasked with implementing a program in your Division due to a change in legislation. Please describe your experience implementing a law enforcement program, including a description of any budgetary considerations that affected the program. Please include the steps taken, the factors considered, and the tools used to measure the success of the program.

**Question #4**

Please explain what relevant education, training, and/or experience you have that has prepared you to assume the duties and responsibilities of an Assistant Bureau Chief (Sworn). In addition, please include any extra efforts you have made to prepare yourself for this position.

**CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE**

(CREATED 6/2010)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

**PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE**

Applicants Name (last)		(First)	(M.I.)
Mailing Address (Number)	(Street)	E-mail Address	Work Telephone Number
(City)	(County)	(State)	(Zip Code)
			Home Telephone Number

**Exam Title(s) for which you are applying:**

**Answer the following Questions:**

- |   |            |           |
|---|------------|-----------|
| 1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? ..... | <b>YES</b> | <b>NO</b> |
| 2. Have you ever been convicted by any court of a felony? .....                                 | <b>YES</b> | <b>NO</b> |

Explanations

**CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.**

*I certify under penalty of perjury that the information I have entitled on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.*

Applicant's Signature	Date Signed
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## CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

### INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

**Applicant Identification Number (Easy ID)** – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

**Easy ID** – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. Please provide the Easy ID established from your Online Employment Center (OEC) profile you created to complete your application. If you are unable to determine your Easy ID, please leave it blank.

**Exam for which you are applying** – Fill in the title(s) of the examination for which you are applying as it is listed on the examination bulletin.

**Questions 1 & 2** – Answer these questions only if required on the Examination Bulletin.

**Explanations** – Use this section to explain the details of any response that requires additional information. Be thorough and attach additional sheet(s) if needed.

**Signature** – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

**NOTE:** Your completed Criminal Record Supplemental Questionnaire and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Criminal Record Supplemental Questionnaire and other confidential information **will not be returned**; therefore, we recommend that you keep a copy for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov).