

**CRIMINAL INTELLIGENCE
SPECIALIST II & III**

**Departmental Promotional
Statewide**



State of California
**DEPARTMENT OF
JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

CONTINUOUS FILING

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR 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.

EXAMINATION TYPE This is a continuous examination. Testing will be administered on a semi-annual basis as indicated below or as the needs of the department warrant:

- July
- January

WHO SHOULD APPLY Persons who meet the minimum qualifications by the cut-off dates. Applicants must have a permanent civil service appointment as of the cut-off date in order to compete in this examination. Applicants who have a limited-term appointment 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 a departmental promotional examinations.

HOW TO APPLY Applications (STD 678) will be accepted continuously in person or by mail to:

Mailing Address:
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550
CIS II/III Exam

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th floor
Sacramento, CA 95814
CIS II/III Exam

PLEASE SPECIFY THE COMPLETE TITLE OF THE EXAM YOU ARE FILING FOR (see above). DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11TH FLOOR RECEPTIONIST, STATE PERSONNEL BOARD OR VIA INTERAGENCY MAIL.

QUALIFICATIONS APPRAISAL INTERVIEWS It is anticipated that interviews may be held in Sacramento and Los Angeles.

CROSS FILERS If you meet the entrance requirements for the Criminal Intelligence Specialist II and the Criminal Intelligence Specialist III you may apply for both exams on one application.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, please contact the Testing and Selection Unit when you apply.

SALARY
Criminal Intelligence Specialist II: \$3047 - 3662
Criminal Intelligence Specialist III: \$3335 - 4021

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CRIMINAL INTELLIGENCE SPECIALIST II **VD75-8440** **PM** **CONTINUOUS FILING**
CRIMINAL INTELLIGENCE SPECIALIST III **VD65-8439**

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. Competitors may be tested only once during a 12-month period. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

Positions exist in various locations throughout the State with the Department of Justice.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM
QUALIFICATIONS**

CRIMINAL INTELLIGENCE SPECIALIST II

EITHER I

One year of experience in the California state service performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist I.

OR II

EXPERIENCE: Two years of experience performing the technical phases of criminal intelligence work in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist I.)

AND

EDUCATION: Equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

CRIMINAL INTELLIGENCE SPECIALIST III

EITHER I

One year of experience in the California state service performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist II.

OR II

EXPERIENCE: Three years of experience performing the technical phases of criminal intelligence work in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist II.)

AND

EDUCATION: Equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS

"Criminal intelligence duties" include the collection, analysis, correlation, evaluation, and dissemination of criminal information. It requires experience in report writing and oral presentation.

**SPECIAL PERSONAL
CHARACTERISTICS**

Retentive memory, keenness of observation, patience, good judgment, accuracy, ability to maintain confidentiality of files, close attention to details, strong computer skills and personal integrity.

THE POSITION

Criminal Intelligence Specialists II perform the more difficult analysis of intelligence information; trend and forecast development; make presentations and provide training to law enforcement personnel and civic groups; provide criminal intelligence information and investigative assistance to law enforcement agencies orally and in writing; conduct analytical research; assist in training Criminal Intelligence Specialist I and clerical support; provide liaison to local, State and Federal law enforcement agencies to ensure a continuing flow of information; use a variety of tools, including computers, to prepare reports, publications, graphs, charts, and correspondence; testify in court; and do other work as required.

Criminal Intelligence Specialists III perform the more complex analytical duties including in- depth research, advanced interpretative analysis, trend and forecast development, and provide the most complex investigative assistance; make presentations and provide training to law enforcement personnel and civic groups; assist in training Criminal Intelligence Specialist I/II's; provide liaison to local, State and Federal law enforcement agencies to ensure a continuing flow of information; use a variety of tools, including computers, to prepare reports, publications, graphs, charts, and correspondence; testify in court; direct work of other CISs in a lead capacity relating to complex criminal activity in organized groups; assist law enforcement at the crime scene; and do other work as required.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The Qualifications Appraisal Interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW -WEIGHTED 100.00%

EXAMINATION SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

CRIMINAL INTELLIGENCE SPECIALIST II

Knowledge of:

1. Criminal intelligence techniques and procedures.
2. Types of crimes and modus operandi used.

Ability to:

1. Gather, analyze, evaluate, and collate information contained in reports and arrive at logical conclusions and recommendations.
 2. Prepare correspondence and reports.
 3. Analyze situations accurately and adopt an effective course of action.
 4. Collect, analyze, and evaluate criminal intelligence and disseminate the result in verbal and written form to law enforcement agencies.
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**EXAMINATION SCOPE
(Continued)**

CRIMINAL INTELLIGENCE SPECIALIST III

Knowledge of:

1. Criminal intelligence techniques and procedures.
2. Types of crimes and modus operandi used.
3. Principles and techniques of personnel management and supervision.
4. Department's Equal Employment Opportunity Program objectives.
5. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to:

1. Gather, analyze, evaluate, and collate information contained in reports and arrive at logical conclusions and recommendations.
2. Prepare correspondence and reports.
3. Analyze situations accurately and adopt an effective course of action.
4. Collect, analyze, and evaluate criminal intelligence and disseminate the result in verbal and written form to law enforcement agencies.
5. Assign and direct the work of subordinates and objectively evaluate co-workers.
6. Perform complex analytical tasks.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7(d) 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.

Department of Justice regulations require, as a minimum, preemployment 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 CREDITS**

Veterans' preference credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

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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, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

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

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: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Nonpromotional Examination it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for Veteran Disabled Veteran are available on the Application for Veterans Preference form which is available from the State Personnel Board office or written test proctors.

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

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.

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.

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SACRAMENTO, CA 94244-2550
(916) 324-5039**