



California Department of Consumer Affairs



C E A A

CAREER EXECUTIVE ASSIGNMENT

The State of California and DCA 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 an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

www.dca.ca.gov

POSITION	CHIEF, DIVISION OF INVESTIGATION (DOI)
LOCATION	SACRAMENTO
SALARY	\$6453 - \$9277
FINAL FILING DATE:	October 28, 2015

DUTIES AND RESPONSIBILITIES

Under general direction of the Director/Chief Deputy Director, the incumbent may perform the full range of peace officer duties, as specified in Section 830.3 of the Penal Code. Duties include, but are not limited to, the following:

- Plans, directs and evaluates the field and headquarters operation of the Division of Investigations (DOI).
- Allocates staff and budget among the various enforcement activities and regional/field offices.
- Ensures staff are trained in accordance with the Commission on Peace Officer Standards and Training requirements and bargaining unit agreements.
- Coordinates with the Attorney General's Office and other regulatory law enforcement agencies.
- Oversees the activities of the Special Investigations Unit, which performs the department's internal affairs investigations of sworn and non-sworn departmental staff; performs protections services; conducts pre-employments background for sworn, non-sworn and infraction citation authority candidates.
- Establishes and maintains cooperative working relationships between the Division and its client agencies, executive officers, board members, agencies and organizations affected by laws administered by the Department.
- Represents the Division at departmental functions wherein policy decisions are required.
- Establishes, implements, monitors and enforces statewide policies, procedures, productivity, and performance standards.

- Identifies and establishes new and improved technologies and procedures designed to reduce cost and increase the level of service to client agencies.
- Analyzes legislation impacting the Division and/or its regulatory programs and makes recommendations to the Department's legislative unit regarding law enforcement issues.
- Recommends improvement to facilitate the Department's investigation and regulatory programs.
- Functions as the principal consultant to the Director on law enforcement issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be 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 Government Code Section 18992.

Or IV

Must be a person 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 Government Code 18991.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's EEO objectives.

The knowledge, skills, and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

PEACE OFFICER REQUIREMENTS

The Chief, Division of Investigation, is a peace officer position and therefore subject to the State of California's standard requirements for peace officers. These requirements include successful completion of a background investigation, disclosure of felony convictions (pursuant to Government Code 1029), U.S. citizenship, and successful completion of a medical evaluation, including a psychological screening. In addition, this position requires possession of a valid California Class C Driver's License.

DESIRABLE QUALIFICATIONS

- **Education** – Candidates should have completed academic course work at the college or university level or equivalent training and experience in the area of criminal justice, law enforcement, criminology, administration of justice, police science, or a comparable field of study.
- **Management Skills** -- Experience demonstrating the ability to manage a program in State government, including planning, organizing, and directing program operations; experience in strategic planning, policy development, leadership, supervision, and management accountability.
- **Program Analysis Skills** -- Experience in analyzing complex administrative issues or problems and developing policies, procedures, or specific solutions; have experience and capability to understand complex program data using statistical sampling metrology and trend analysis.
- **Communication Skills** – Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator; use tact and influence in achieving results; make clear and convincing presentations; representing and speaking for the organization; presenting to those within and outside the office, such as directors, deputy directors, agency heads and other government executives, legislative members and staff; law enforcement agencies, the media, general public and professional groups.
- **Organizational Awareness** -- Demonstrated knowledge of a regulatory agency, including experience working with a Board, Bureau, or similar governing body. Demonstrated experience in directing and managing a statewide office.
- **Technical Skills** – Experience conducting and supervising complex and sensitive administrative, civil and/or criminal investigations. Practical understanding of policies and procedures for an investigative and regulatory program. Experience working with various law enforcement agencies and/or
 - Willingness to attend or has attended a Command College
 - Graduate of the FBI Academy
- **Administrative Skills** -- The ability to effectively interact with Executive Management, departmental administrators, legislative committees, the public, the Attorney General's Office, other State agencies, programs, and labor representatives. Knowledge of the State's budget and accounting processes; business services; and personnel management and Administrative Procedures Act.
- **Legislative Process** – Demonstrated/working knowledge of the Legislative process.

FILING INFORMATION

All interested applicants must submit:

A standard original State application (Form 678) with official or civil service titles and complete “to” and “from” dates of experience. (Incomplete applications may be rejected.)

And

A Statement of Qualifications – The Statement of Qualifications (SOQ) is a narrative discussion of how the candidate’s education, training, experience (equivalent in level to a **Supervising Investigator I** or above), and knowledge, skills and abilities meet the minimum and desirable qualifications and qualify them for the position.

The Statement of Qualifications should be no more than two pages in length, Arial and 12 pt. font.

Note: Resumes are optional and do not take the place of the Statement of Qualifications.

EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed on this bulletin and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. It is anticipated the results of this examination may be used to fill subsequent vacancies in this classification within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

Submit the application and Statement of Qualifications to:

**Department of Consumer Affairs
Selection Services Unit, Attn: Margo Cooper
1625 North Market, Suite N321
Sacramento, CA 95834**

Questions regarding this examination should be directed to: Margo Cooper at (916) 574-8305 or email: margo.cooper@dca.ca.gov

Application and Statement of Qualifications must be postmarked by October 28, 2015 (5:00pm). Interagency mail received after October 28, 2015 will not be accepted. Faxed and emailed applications will not be accepted.