



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
SPECIAL INVESTIGATOR ASSISTANT

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Special Investigator Assistant classification, with the California Department of Social Services (CDSS). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDSS to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately without assistance, and then sign the form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided on this Training and Experience Assessment Questionnaire is true and complete 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, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home/Work Phone Number: _____

Signature: _____ Date: _____

CONDITIONS OF EMPLOYMENT

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION(S) YOU ARE WILLING TO WORK

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL ONLY BE ELIGIBLE FOR EMPLOYMENT IN LOCATIONS THAT YOU MARK.

- ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary.*
- | | | |
|---|---|--|
| <input type="checkbox"/> ALAMEDA County | <input type="checkbox"/> BUTTE County | <input type="checkbox"/> FRESNO County |
| <input type="checkbox"/> LOS ANGELES County | <input type="checkbox"/> RIVERSIDE County | <input type="checkbox"/> SACRAMENTO County |
| <input type="checkbox"/> SANTA CLARA County | <input type="checkbox"/> SAN DIEGO County | |

TYPE OF APPOINTMENT YOU WILL ACCEPT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

- | | |
|---|--|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (K) Limited-Term Full-Time |
| <input type="checkbox"/> (V) Permanent Part-Time | <input type="checkbox"/> (W) Limited-Term Part-Time |
| <input type="checkbox"/> (T) Permanent Intermittent | <input type="checkbox"/> (X) Limited-Term Intermittent |

MAILING INSTRUCTIONS

Mail your completed examination along with a completed State Application Form, STD. 678 to the address listed below. You can print the [State Application Form](#) from the California Department of Human Resources (CalHR) website at <https://jobs.ca.gov/>.

FILE BY MAIL

California Department of Social Services
Attention: Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

FILE IN PERSON

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

INSTRUCTIONS

This examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 – KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 – EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 4 years of experience in regularly performing this action.

Moderate Experience

I have more than 3 years, but less than 4 years of experience in this action.

Basic Experience

I have more than 2 year, but less than 3 years of experience in this action.

Limited Experience

I have more than 1 year, but less than 2 years of experience in performing this action.

No Experience

I have never performed this action.

1. Interview witnesses, suspects, and victims in investigations.

Knowledge related to performing this action

Experience related to performing this action

2. Conduct preliminary verification process for Registered Sex Offenders and licensed facilities.

Knowledge related to performing this action

Experience related to performing this action

3. Conduct routine investigative tasks and follow up on investigation plans.

Knowledge related to performing this action

Experience related to performing this action

4. Contact Courts, District Attorney Offices, State, Federal and local law enforcement agencies to obtain information.

Knowledge related to performing this action

Experience related to performing this action

5. Contact hospitals, medical offices, and Coroner's offices to obtain information.

Knowledge related to performing this action

Experience related to performing this action

6. Establish and maintain administrative files.

Knowledge related to performing this action

Experience related to performing this action

7. Preservation of evidence.

Knowledge related to performing this action

Experience related to performing this action

8. Assist legal division in ordering and obtaining certified court records, police reports, etc.

Knowledge related to performing this action

Experience related to performing this action

9. Perform database system requests and assignments.

Knowledge related to performing this action

Experience related to performing this action

10. Prepare, log, and submit travel and expense claims.

Knowledge related to performing this action

Experience related to performing this action

11. Prepare clear and thorough reports.

Knowledge related to performing this action

Experience related to performing this action

12. Serve as a backup in the complaint referral process.

Knowledge related to performing this action

Experience related to performing this action

13. Draft and service of subpoenas.

Knowledge related to performing this action

Experience related to performing this action

14. Provide support to investigators during administrative investigations.

Knowledge related to performing this action

Experience related to performing this action

15. Travel to serve investigative subpoenas and/or record requests, and conduct file reviews.

Knowledge related to performing this action

Experience related to performing this action

16. Participate in Administrative hearings.

Knowledge related to performing this action

Experience related to performing this action

17. Gather data to conduct administrative investigations.

Knowledge related to performing this action

Experience related to performing this action

18. Ensure confidentiality of records, documents and information.

Knowledge related to performing this action

Experience related to performing this action

19. Report statistical information using statistical logs.

Knowledge related to performing this action

Experience related to performing this action

20. Meet time constraints by effectively managing workload.

Knowledge related to performing this action

Experience related to performing this action

21. Assist with preparation of documents for legal hearings or administrative investigations.

Knowledge related to performing this action

Experience related to performing this action

22. Order documents in support of administrative investigations.

Knowledge related to performing this action

Experience related to performing this action

23. Assist with on-the-job training.

Knowledge related to performing this action

Experience related to performing this action

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for the scale provided. Responses may not be changed or added once submitted to the Department of Social Services Examination Unit. Missing responses will result in a lower score.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid.

SCALE - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA

1. Understanding of rules of evidence and court procedures.

Knowledge, Skill, or Ability related to performing this action

2. Service of legal processes or procedures.

Knowledge, Skill, or Ability related to performing this action

3. Microsoft Office; including Word, Excel, PowerPoint and Outlook.

Knowledge, Skill, or Ability related to performing this action

4. Collect, process and secure evidence.

Knowledge, Skill, or Ability related to performing this action

5. Reason Logically, draw valid conclusions, and take appropriate actions/recommendations.

Knowledge, Skill, or Ability related to performing this action

6. Effectively communicate both verbally and in writing.

Knowledge, Skill, or Ability related to performing this action

7. Prepare well-organized, accurate, timely, clear and thorough written documents and detailed reports.

Knowledge, Skill, or Ability related to performing this action

8. Follow written and oral instructions.

Knowledge, Skill, or Ability related to performing this action

9. Establish and maintain cooperative working relationships.

Knowledge, Skill, or Ability related to performing this action

10. Multitask and prioritize effectively.

Knowledge, Skill, or Ability related to performing this action

11. Work independently as well as in a team environment.

Knowledge, Skill, or Ability related to performing this action

**THIS CONCLUDES THE ASSESSMENT FOR THE
SPECIAL INVESTIGATOR ASSISTANT
EXAMINATION**

Please refer to Page 2 for filing/ mailing instructions.