



Special Investigator

Exam Code: 1PB03

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Special Investigator– \$5,314.00 - \$8,686.00 per month

[View the Special Investigator classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Special Investigator

Either 1

Equivalent to graduation from an accredited college/university with either a:

(1) Major in criminal justice, law enforcement, criminology, administration of justice, business, or public administration. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) or

(2) Minor in criminal justice, law enforcement, criminology, administration of justice, business, or public administration with evidence that the following courses or their equivalent have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law, accounting, finance, real estate; and an internship in criminal justice, law enforcement, criminology, administration of justice, business, or public administration. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or 2

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, police science, administration of justice, business, or public administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and

Experience: Two years of experience as a police detective or as an investigator performing comparable investigative work in a public or private agency or in the armed services.

Or 3

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, police science, administration of justice, business, or public administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Special Investigator positions must possess the educational equivalent to completion of the twelfth grade. and

Experience: One year of experience in the California state service performing duties at a level comparable to those of either an Investigator Assistant, Special Investigator Assistant, or in an investigation assignment in the class of Management Services Technician, Range B. (Applicants who have completed six months of service in the

class of either Investigator Assistant, Special Investigator Assistant, or Management Services Technician, Range B, will be admitted into the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

POSITION DESCRIPTION

Special Investigator

The Special Investigator is a deep class with three alternate ranges. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action, conferences, and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; providing technical assistance and training to others; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; and performing other related duties.

Investigation responsibilities at Range B are expected to be more complex and require broader knowledge and application of investigative techniques and procedures. Incumbents conduct the complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws, rules, or regulations; locate and interview witnesses and persons suspected of violations; obtain and present facts and evidence to support administrative action, conferences, and/or prosecution; prepare and/or obtain search warrants; serve subpoenas, inspection warrants, and/or other official legal papers; and perform other related duties.

At Range C, incumbents (1) lead or review the work of a small staff of Special Investigators in the performance of field investigations; detect or verify suspected multiple violations of laws, rules, or regulations; (2) have independent responsibility to oversee an entire investigative operation or project; (3) independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments; and/or (4) in an investigatory program, perform program or policy development and interpretation duties which specifically require investigatory expertise.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Investigation techniques and procedures
2. Rules of evidence and court procedures
3. Laws of arrest, search and seizure
4. Legal rights of citizens
5. Service of legal process
6. Interviewing techniques
7. Duties of Federal, State, and local law enforcement agencies
8. Provisions of the laws, rules, or regulations enforced or administered
9. Principles and techniques of personnel management and supervision

Skill to:

1. Perform investigatory work
2. Plan, organize, and direct investigations

Ability to:

1. Interpret and apply laws and regulations to specific situations
2. Gather and analyze facts and evidence
3. Reason logically, draw valid conclusions, and make appropriate recommendations
4. Communicate effectively
5. Prepare written documents and accurate detailed investigation reports clearly and concisely
6. Follow written and oral instructions
7. Participate effectively in investigations and interviews
8. Establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others
9. Analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action
10. Develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks
11. Review and evaluate the work of others
12. Provide guidance and constructive feedback

Special Personal Characteristics

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well- defined occupational or vocational interests.

Minimum Age

Minimum age for appointment: 21 years

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Special Investigator** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview of the Special Investigator Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Special Investigator examination](#)

TESTING DEPARTMENTS

State of California

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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) 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 one to four years unless otherwise stated on the bulletin.

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 competitor 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.