



SUPERVISING SPECIAL INVESTIGATOR II (NON-PEACE OFFICER)

Examination Code: 1R101

Department: Department of Real Estate (DRE)

Examination Type: Departmental Promotional

Final Filing Date: February 1, 2021

CLASSIFICATION DETAILS

Salary – \$7,565.00 - \$9,407.00 per month.

The salary stated in this bulletin may not reflect all pay raises or any additional bonuses.

NOTE: Salaries do not reflect reductions arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>. Please refer to the section for Excluded and Exempt Employees.

For more information, view the [classification specification](#).

APPLICATION INSTRUCTIONS

Application Requirements

Your completed Examination/Employment Application (STD. 678 or application) must include: to and from dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed application.

Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the minimum requirements does not assure a place on the eligible list.

Applications must have an original signature. Your signature on the application indicates that you have read, understood, and possess the minimum qualifications required.

Cut-off Date and Timely Filing

Final Filing Date: **February 1, 2021**

Completed applications and all required documents must be received or postmarked by the final filing date. Applications postmarked after the final filing date or received via email or hand delivery after 5:00 p.m. on the final filing date will not be considered timely filing. Applications received via fax or interoffice mail will not be accepted. Postmark 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.

Who May Apply

1. Applicants must have a permanent civil service appointment with DRE by the final filing date in order to take this examination; or
2. Meet the provisions of California Code of Regulations, title 2, sections 234, 235 or 235.2; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code section 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code section 18992; or
5. 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 section 18991. (Applicants must submit a copy of Form DD214 along with their application).
6. Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last twelve (12) months may apply for this examination.

How to Apply

Applicants are required to submit an Examination Application (STD 678), found at www.calcareers.ca.gov, either by mail, in person, or via email casey.gates@dre.ca.gov to the address listed below. Do not submit documents to the California Department of Human Resources (CalHR).

- [Examination/Employment Application \(STD. 678\)](#)
- [Training & Experience Examination](#)
- [Conditions of Employment form](#)
- Proof of education, if applicable (copies are acceptable for the purpose of the examination).

Where to Apply

You may send your application package by mail or hand deliver to:

Department of Real Estate
Attn: Casey Gates, Selections and Recruitment
1651 Exposition Blvd.
Sacramento, CA 95815

Indicate the examination title on your application.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, mark "yes" for Question #10 on the STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Selections and Recruitment staff will contact you via telephone or mail to make arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination 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.

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 et. Seq., and Government Code, Sections 20391 and 20393.

Either I

Experience: One year of experience performing the duties of a Supervising Special Investigator I or a Supervising Special Investigator I (Non-Peace Officer) in the California state service.

Or II

Experience: Two years of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California state service.

Or III

Experience: Three years of experience in investigation work, at least two years of which shall have been in a supervisory capacity. and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work irregular hours and overtime in various locations throughout the State; tact; keenness of observation; good memory for names, faces, and incidents; and ability to qualify for a fiduciary bond.

POSITION DESCRIPTION

Under direction, either (1) in a major administrative area, to direct a large staff in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist the chief investigator in planning and directing a statewide investigation program, and to act for the chief in his/her absence; and to do other related work.

POSITION LOCATION

Positions exist statewide.

EXAMINATION SCOPE

Training & Experience Examination – Weighted 100%

This examination consists of a Training & Experience examination and is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

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

Knowledge of

1. Investigation techniques and procedures, and directing others in the performance of investigatory work.
2. Court procedures or case preparation and presentation.
3. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
4. Rules of evidence and techniques of identifying, preserving and presenting evidence.
5. How to obtain information through interviewing and interrogation techniques.
6. Sources of information and resources used in locating persons and business entities.
7. Principles and techniques of personnel management and supervision.
8. Duties of Federal, State, and local law enforcement agencies.
9. The department's Equal Employment Opportunity program objectives, a supervisor's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.
10. The laws, rules, or regulations enforced or administered to interpret and apply to specific cases.
11. Principles of identification, preservation, and presentation of evidence.
12. Supervising staff.
13. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination.

Skill in

1. Planning, organizing, and directing investigations.
2. Listening actively, giving full attention to what others are saying.
3. Conveying information effectively.
4. Using logic and reasoning.

Ability to

1. Interpret and apply to specific cases the provisions of applicable laws, rules, or regulations enforced or administered.
2. Supervise a staff of investigators in the performance of investigatory work.
3. Analyze situations accurately and apply judgment and knowledge.
4. Communicate effectively in writing.
5. Speak effectively and convey the appropriate information correctly.
6. Gather, analyze and maintain the integrity of evidence.
7. Establish and maintain close working and cooperative relationships with persons across jurisdictional agencies.
8. Think and act quickly in emergencies, and identify and take corrective administrative action on specific problems.
9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
10. Dictate correspondence and prepare reports.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for DRE. The list will be abolished twelve (12) months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference is not granted in promotional examinations. Career credits do NOT apply.

PREPARING FOR THE EXAMINATION

Below is a list of information you should gather and have available prior to taking the examination.

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

Training & Experience Examination: If you meet the minimum qualifications for this classification, your responses to the questions and statements on the Training & Experience document will be scored against predetermined rating criteria. You will *not* appear to take an examination.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please provide you name and examination title and contact us at:

Department of Real Estate

1651 Exposition Blvd.

Sacramento, California 95815

Phone: (916) 576-8102

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice).

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

Department of Real Estates website: www.DRE.ca.gov

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/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.

DRE 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.

It is the candidate's responsibility to contact DRE, Selections and Recruitment, at (916) 576-8102 three weeks after the cut-off date if he/she has not received a progress notice.

Examination Locations (when applicable): Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

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 classification. A medical examination may be required. In 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) 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 in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code sections 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference; 2) an entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. The Veterans' Preference Application (CALHR 1093) is available on [the CalHR Veterans Information webpage](#).

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 classifications, substitution of business college work in place of high school on a year-for-year basis.

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.

**DEPARTMENT OF REAL ESTATE
TRAINING AND EXPERIENCE EXAMINATION
SUPERVISING SPECIAL INVESTIGATOR II (NON-PEACE OFFICER)**

GENERAL INSTRUCTIONS

Thank you for your interest in California state civil service employment. The state of California is an Equal Employment Opportunity employer. The Supervising Special Investigator II (Non-Peace Officer) examination will consist of the attached Training and Experience Examination (T&E) that will be used to evaluate your experience, education, and training.

This T&E is the examination and will account for 100% of your score. It is important that you fill out the T&E completely. **Questions without a response will not be scored.** Your responses should be an accurate reflection of your experience, education, and training.

To apply for this examination, you must submit a complete examination application package. Missing information may delay the processing of your examination.

The following documents must be included in your examination application package:

- [Examination/Employment Application \(STD. 678\)](#)
- Proof of education, if applicable (copies are acceptable)
- [Training and Experience Examination including the Affirmation Statement](#)
- [Conditions of Employment](#)

NOTE: Failure to provide evidence of your education will affect the scoring of your examination.

Please submit your completed examination application package to:

**Department of Real Estate
Selections and Recruitment (C. Gates)
1651 Exposition Blvd.
Sacramento, CA 95815**

Upon receipt of your completed examination application package, documents become confidential information and are the property of the Department of Real Estate, Selections and Recruitment. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and T&E is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of state employment
- Loss of rights to compete in any future state examinations

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THIS AFFIRMATION MUST BE COMPLETED

Government Code section 18935:

(a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (1) Lacks any of the requirements for the examination or position for which he or she applied.
- (2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
- (3) Has resigned from any position not in good standing in order to avoid dismissal.
- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
- (5) Has been found to be unsuited or not qualified for employment pursuant to rule.

(b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

NAME (PRINTED): _____

DATE: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

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TRAINING AND EXPERIENCE EXAMINATION
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Applicant's Name: _____ **Date:** _____

This Training and Experience (T&E) examination will be used to evaluate your experience, education, and training. This is a scored examination and will account for 100% of your rating. It is important to complete the examination accurately. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

SECTION I - MINIMUM QUALIFICATIONS

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" in the appropriate box related to your education and/or experience.

Pattern I	Yes	No
Do you have one year of experience performing the duties of a Supervising Special Investigator I or a Supervising Special Investigator I (Non-Peace Officer) in the California state service?	<input type="checkbox"/>	<input type="checkbox"/>
Pattern II	Yes	No
Do you have two years of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California state service?	<input type="checkbox"/>	<input type="checkbox"/>
Pattern III	Yes	No
Do you have three years of experience in investigation work, at least two years of which shall have been in a supervisory capacity? and Education: equivalent to completion of the twelfth grade? (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)	<input type="checkbox"/>	<input type="checkbox"/>

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Items in the following sections will be scored and used to determine your final rating.

SECTION II – SPECIALIZED EXPERIENCE			
Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.			
Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
1. Knowledge of investigation techniques and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of court procedures or case preparation and presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of the rules of evidence and techniques of identifying, preserving and presenting evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of how to obtain information through interviews and interrogation techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of resources used in locating persons and business entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of principles and techniques of personnel management and supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of duties of Federal, State, and local law enforcement agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of the department’s Equal Employment Opportunity program objectives, a supervisor’s role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Skill to plan, organize and direct investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Skill to listen actively, giving full attention to what others are saying to develop and evaluate options and implement solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Skill to convey information effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Skill to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II – SPECIALIZED EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
14. Ability to interpret and apply applicable laws, rules, or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to supervise investigators in the performance of investigatory work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to analyze situations accurately and apply judgment and knowledge to determine the best course of action from a set of alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to communicate effectively in writing by preparing clear, concise, and comprehensive correspondence and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to speak effectively and convey the appropriate information correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to gather, analyze and maintain the integrity of evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Ability to establish and maintain cooperative relationships across jurisdictional agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ability to think and act quickly in emergencies to adopt an effective course of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Ability to effectively promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION III – TASK EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
1. Oversee the preparation of cases for disciplinary actions to be submitted for administrative hearings, criminal, and/or civil prosecution by reviewing the investigative process and all supporting evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ensure departmental policies and procedures are adhered to, including use of state vehicles and equipment, approval or disapproval of attendance and travel requests and claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Review highly sensitive and complex investigations to ensure the investigations are properly conducted by the Special Investigators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate with law enforcement throughout California on investigations and sensitive and high-profile cases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plan, organize, and direct the work of staff in the investigation of suspected violations of provisions of laws, rules, or regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide updates and/or recommendations to immediate supervisor regarding enforcement actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Plan and direct and/or assist in the execution of a statewide investigation program, and act for leadership in their absence as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Direct or participate in the more difficult or confidential field investigations by providing guidance to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Serve as a main point of contact for agencies throughout California on investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Communicate verbally in a clear, concise, and respectful manner with a variety of individuals inside and outside the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Organize investigations and/or inspections to establish priorities for investigative staff assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III – TASK EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
12. Actively promote the department's Equal Employment Opportunity program objectives to ensure a discrimination and harassment free workplace using the Uniform Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist in developing and/or enhancing personnel to make recommendations to all staff on their performance using performance appraisals and individual development plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Make recommendations regarding disciplinary actions and citations using the investigative report, internal policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Provide training on the functions and services rendered by the program to department staff to ensure staff have the skillset necessary to perform successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Confer with appropriate Deputy Attorney General, City Attorney, Deputy District Attorneys and/or other law enforcement regarding planned or pending legal actions against individuals regulated by the Department of Real Estate to collaborate, provide updates, to prepare for a hearing, and/or to present a case for prosecution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Represent the program at arraignments, pre-trial conferences, depositions, hearings and trials, and serve as a subject matter expert.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Collaborate with executive and investigative teams on process improvement and policy updates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Prepare written correspondence, reports, and other job-related documents and materials for a variety of audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Conduct meetings to collect, share, or distribute information and/or discuss and resolve issues important to the workunit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Respond to the most sensitive complaints and inquiries from the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Resolve performance problems by planning and implementing clear and well-documented progressive disciplinary actions and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III – TASK EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
23. Manage staff training and development needs to establish and maintain skill sets, learn new skills, and/or gain knowledge that will improve the effectiveness of the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Conduct outreach and educational forums to inform affected stakeholders of the laws, policies, and procedures enforced or applied by the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Oversee the complaint intake functions and establish a timeline for providing responses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Assist management in the performance of their administrative duties, take appropriate actions and attend meetings in their absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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TRAINING AND EXPERIENCE EXAMINATION
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SECTION IV – EDUCATION

Please indicate your specific education by placing an “X” in the corresponding box. Check all that apply. Failure to provide proof of education will affect the scoring of your exam.

Bachelor's degree

Master's degree

Doctorate degree

CONDITIONS OF EMPLOYMENT
DRE 631 FORM

EXAM TITLE: SUPERVISING SPECIAL INVESTIGATOR II (NON-PEACE OFFICER)

CANDIDATE NAME: _____

**POSITIONS ARE AVAILABLE
THROUGHOUT THE STATE**

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

**TYPE OF APPOINTMENT
YOU WILL ACCEPT**

Please check – you may check all if you are willing to accept any type of employment.

- (D) PERMANENT FULL TIME (R) OTHER THAN PERMANENT FULL TIME (A) BOTH

**LOCATIONS IN WHICH YOU ARE
WILLING TO WORK**

Please place a check mark (✓) next to your choices – **You will not be offered a job in locations that are not checked.** If more than 15 selections are made, you may be considered available for work anywhere in the state.

ANYWHERE IN THE STATE – If checked, no further selection is necessary.

8004 ANYWHERE IN THE NORTHERN REGION or make Northern Region county choices below.

- | | | |
|---|---|--|
| <input type="checkbox"/> 0400 Butte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 4600 Sierra |
| <input type="checkbox"/> 0600 Colusa | <input type="checkbox"/> 2500 Modoc | <input type="checkbox"/> 4700 Siskiyou |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2900 Nevada | <input type="checkbox"/> 5100 Sutter |
| <input type="checkbox"/> 1100 Glen | <input type="checkbox"/> 3100 Placer | <input type="checkbox"/> 5200 Tehama |
| <input type="checkbox"/> 1200 Humboldt | <input type="checkbox"/> 3200 Plumas | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1700 Lake | <input type="checkbox"/> 4500 Shasta | <input type="checkbox"/> 5800 Yuba |

8001 ANYWHERE IN THE CENTRAL REGION or make Central Region county choices below.

- | | | |
|--|---|---|
| <input type="checkbox"/> 0100 Alameda | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4100 San Mateo |
| <input type="checkbox"/> 0200 Alpine | <input type="checkbox"/> 2400 Merced | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0300 Amador | <input type="checkbox"/> 2700 Monterey | <input type="checkbox"/> 4400 Santa Cruz |
| <input type="checkbox"/> 0500 Calaveras | <input type="checkbox"/> 2800 Napa | <input type="checkbox"/> 4800 Solano |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 4900 Sonoma |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 3500 San Benito | <input type="checkbox"/> 5000 Stanislaus |
| <input type="checkbox"/> 1000 Fresno | <input type="checkbox"/> 3800 San Francisco | <input type="checkbox"/> 5500 Tuolumne |
| <input type="checkbox"/> 2000 Madera | <input type="checkbox"/> 3900 San Joaquin | <input type="checkbox"/> 5700 Yolo |
| <input type="checkbox"/> 2100 Marin | | |

8011 ANYWHERE IN THE SOUTHERN REGION or make Southern Region county choices below.

- | | | |
|---|--|---|
| <input type="checkbox"/> 1300 Imperial | <input type="checkbox"/> 2600 Mono | <input type="checkbox"/> 4000 San Luis Obispo |
| <input type="checkbox"/> 1400 Inyo | <input type="checkbox"/> 3000 Orange | <input type="checkbox"/> 4200 Santa Barbara |
| <input type="checkbox"/> 1500 Kern | <input type="checkbox"/> 3300 Riverside | <input type="checkbox"/> 5400 Tulare |
| <input type="checkbox"/> 1600 Kings | <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 5600 Ventura |
| <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3700 San Diego | |

