

**10 DAY BULLETIN RIDER ANNOUNCEMENT**

**The Final Filing date for the Supervising Special Investigator I (Non-Peace Officer) is now: 7/31/2023. This will be the last administration that the Department of Transportation will process on a Servicewide basis.**

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# **SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)**

**Exam Code: 2TR11**

**Department: State of California**

**Exam Type: Servicewide, Open**

**Final Filing Date: July 31, 2023**

## **CLASSIFICATION DETAILS**

**SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER) -  
\$7,201.00 - \$8,952.00 per month**

[View the Supervising Special Investigator I \(Non-Peace Officer\) classification specification](#)

## **APPLICATION INSTRUCTIONS**

Final Filing Date: July 31, 2023

### **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 twelve (12) 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:

Department of Transportation  
Examinations Unit  
P.O. BOX 168036  
Sacramento, CA 95816

Phone: (916) 227-5181

Email: [AskExams@dot.ca.gov](mailto:AskExams@dot.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.

### **SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)**

#### **EITHER I**

One year of experience performing the duties of an Investigator, Range B or a Special Investigator, Range C in the California state service.

#### **OR II**

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases.

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.)

## **POSITION DESCRIPTION**

### **SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)**

Bulletin Date: 7/18/2023

Under direction, either (1) in an assigned area, to direct a staff of Special Investigators I or Special Investigators I (Non-Peace Officer) 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 a superior in planning and directing a major investigation program, and to act for him/her in his/her absence; to make difficult investigations; and to do other related work.

Employees in this class are typically first-line supervisors in charge of an assigned area with a crew of Special Investigators. In addition to direct supervision, they may personally participate in difficult or complex investigations.

## **EXAMINATION SCOPE**

This examination consists of the following components:

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

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applications and examinations will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

Examinations are processed on a monthly basis. The monthly cutoff date is on the last business day of each month by 11:59pm Pacific Standard Time (PST). Both the STD. 678 and the Training and Experience evaluation must be completed and submitted by the time and date mentioned above to be processed. To submit any work completed hit the “CONFIRM RESULTS” button before the monthly cutoff date or your examination will not be considered until the following month. Candidates will be notified of their score approximately 6-8 weeks after the monthly cutoff date.

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; and directly others in the performance of investigatory work.
2. Rules of investigatory work; rules of evidence and court procedures.
3. Principles of identification, preservation, and presentation of evidence.
4. Source of information used in locating persons

5. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; interviewing techniques.
6. Duties of Federal, State, and local law enforcement agencies.
7. Interpreting and applying the specific cases the provisions of laws, rules, or regulations enforced or administered.
8. Principles and techniques of personnel management and supervision and supervising a staff of investigators.
9. A 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 and harassment.

**Skills:**

1. Planning, organizing, and directing investigators.

**Ability to:**

1. Direct others in the performance of investigative work.
2. Interpret and apply to specific cases the provisions of laws, rules, or regulations enforced or administered.
3. Supervise a staff of investigators.
4. Gather, analyze, and prepare effective evidence.
5. Dictate correspondence and prepare reports.
6. Communicate effectively.
7. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
8. Analyze situations accurately.
9. Think and act quickly in emergencies and adopt an effect course of action.
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Supervising Special Investigator I (Non-Peace Officer) 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.

Veterans 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 of this examination.

If you would like to submit a hard copy of the Training and Experience Evaluation and STD. 678 State Application, please contact the Caltrans Examinations Unit by calling (916) 227-7858 or by emailing: [AskExams@dot.ca.gov](mailto:AskExams@dot.ca.gov)

## 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 Supervising Special Investigator I \(Non-Peace Officer\) examination](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

**Completed Examinations and STD. 678 State Applications can be submitted online, mailed, or dropped off at:**

**File by Mail:**

Bulletin Date: 7/18/2023

Department of Transportation (Caltrans)  
Attn: Examinations Unit – 6<sup>th</sup> Floor MS 86  
P.O. Box 168036  
Sacramento, CA 95816-8036

**File in Person:**

Department of Transportation (Caltrans)  
Attn: Examinations Unit 0 6<sup>th</sup> Floor MS 86  
1727 30<sup>th</sup> Street, 1<sup>st</sup> floor lobby  
Sacramento, CA 958164

Questions? Please call or email us at:

Phone: (916) 227-5181

Email: [AskExams@dot.ca.gov](mailto:AskExams@dot.ca.gov)

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

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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 12<sup>th</sup> 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.