



INSPECTOR I DEPARTMENT OF CONSUMER AFFAIRS



DEPARTMENTAL - OPEN EXAM CONTINUOUS FILING

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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. 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.

WHO MAY APPLY

Applicants who meet the minimum qualifications and who have not taken this examination within the last 12 months.

HOW TO APPLY

Please submit applications (STD. 678) to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE CALHR.

Submit State Application (STD 678) to:

MAIL OR HAND DELIVER TO:

Department of Consumer Affairs
Attn: Selection Services (T. Sherel)
1625 North Market Blvd., Ste. N321
Sacramento, CA 95834

CONTINUOUS FILING

Continuous Filing Exam – applications are accepted on a continuous basis. Examinations will be scheduled as needs warrant.

TESTING PERIOD

A candidate may test only once during any testing period. The testing periods for this classification are: January 1 through June 30 and July 1 through December 31.

SALARY RANGE

\$2963 to \$3633 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date they complete and submit their application noted above.

NOTE: All applications must include: “to” and “from” dates (month/day/year); time base for all work experience. **Applications received without this information may be rejected.** Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time for Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements

Either I

Two years of experience with a governmental agency in one or a combination of the following:

1. Inspection of business establishments for compliance with laws, rules, regulations, and standards.
2. In law enforcement which has included some investigation work.

Or II

Education: Equivalent to completions of two years of college with at least 12 units in police science or criminology. (Students within one semester of completing the required two years of college will be admitted to the examination but must produce evidence of completion before they can be considered eligible for appointment.)

**SPECIAL PERSONAL
AND PHYSICAL
CHARACTERISTICS**

Ability to walk long distances; willingness to travel throughout the State and work odd and irregular hours; keenness of observation; and neat personal appearance.

**ADDITIONAL
DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

POSITION STATEMENT

In an assigned district conducts inspections and take samples to ensure the provisions of State laws are adhered to by those requiring licensing from the Department of Consumer Affairs; may review and monitor probation cases; investigates complaints in connection with alleged violations of law; writes reports and maintains records of inspection/case activities; maintain working relationships with those encountered during daily work activities; assists consumers and licensees by providing information concerning the particular acts within the Business and Professions Code; interviews and consults with licensees to determine causes of violations and to encourage compliance.

Positions exist statewide with the Department of Consumer Affairs for the Board of Barbering and Cosmetology, Medical Board of California, Bureau of Electronic Appliance Repair, Home Furnishings & Thermal Insulation and Dental Board of California.

**EXAMINATION
INFORMATION**

QUALIFICATIONS APPRAISAL PANEL INTERVIEW (QAP) – WEIGHTED 100%

This examination will consist of a Structured Qualification Appraisal Panel Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Candidates who do not appear for the interview will be disqualified.**

EXAMINATION SCOPE

KNOWLEDGE OF:

1. State laws, rules, and regulations regarding individuals and businesses licensed by various agencies with the Department of Consumer Affairs.
2. Laws of arrest and rules of evidence and procedures followed in court and administrative hearings.
3. Inspection techniques and procedures.
4. Industry practices and inspection problems such as those encountered in the barber cosmetology, dry cleaning, and furniture and bedding businesses, veterinary hospitals, and yacht and ship brokerage establishments.

ABILITY TO:

1. Read and write English at a level required for successful job performance.
2. Interpret and apply sections of State laws which relate to individuals and businesses licensed by various agencies in the Department of Consumer Affairs.
3. Analyze data and draw sound conclusions.
4. Think and act quickly in emergencies.
5. Write complete and concise reports.
6. Deal with the public in a courteous and fair minded manner.

**ELIGIBLE LIST
INFORMATION**

An open merged list will be established for the Department of Consumer Affairs. Names of successful candidates will be added to the existing eligible list in order of scores regardless of test date. Eligibility expires 12 months after it has been established.

**VETERAN'S
PREFERENCE CREDIT**

Veteran's preference will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points THROUGH California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veteran's credits.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Blvd, Ste N-321, Sacramento, CA 95834, (916) 574-8370.

Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

GENERAL INFORMATION

The Department of Consumer Affairs' Selection Services Unit 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 changed. Such revision will be in accordance with civil services laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 574-8370 three-four weeks after the cutoff date if a progress note is not received.

If the candidate's notice of exam fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available at the California Department of Human Resources office, local Employment Development Department offices, the Department of Consumer Affairs and at www.jobs.ca.gov.

If you meet the requirements stated on this examination bulletin, you may take this examination. Possession of the entrance requirements does not assure success in the exam or placement on the employment list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, and/or Los Angeles.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 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 the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

