



INSPECTOR II
DEPARTMENT OF CONSUMER AFFAIRS
PROMOTIONAL EXAMINATION
CONTINUOUS TESTING



www.dca.ca.gov

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. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY

- 1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the final filing date in order to take this examination; or
2. Meet the provisions of the State Personnel Rules 234 or 235; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 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 18992; or
5. Must be a person retired from the United State military, honorably discharged from active military duty with a service- connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]). Veteran's Preference Credits are not granted in promotional exams.

HOW TO APPLY

Please submit applications (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; civil service class titles, and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application.

Submit State Application (STD 678) either by mail or hand deliver to:

Department of Consumer Affairs
Attn: Selection Services (T. Sherel)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

CONTINUOUS FILING

There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGE

\$3366 - \$4172 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. 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 of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of an Inspector I, Department of Consumer Affairs, in the California state service.

Or II

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

MINIMUM QUALIFICATIONS

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

1. Inspection of business establishments for compliance with laws, rules, regulations and standards.
Or
2. In law enforcement which has included some investigation work. (Equivalent to completion of two years of college with at least 12 units in police science or criminology may be substituted for two years of the required experience.)

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 AND
PHYSICAL
CHARACTERISTICS**

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

**POSITION
DESCRIPTION**

Under general direction, to assure compliance with the provisions of the Administrative and Business and Professions Codes in (1) assigned geographic area or small field office, act as a field representative for the Department, and to conduct independent inspections according to the boards and bureaus regulations within the Department of Consumer Affairs, included are the most difficult and complex assignments or (2) to assist the Inspector III, Department of Consumer Affairs or (3) assist in training lower level inspection and conduct other related work as needed.

Positions exist statewide with the Board of Barbering and Cosmetology, Medical Board of California, Dental Board of California, Bureau of Home Furnishings and Thermal Insulation.

**EXAMINATION
INFORMATION**

EDUCATION AND EXPERIENCE (E&E) – WEIGHTED 100%

This examination utilizes an evaluation of each candidate's education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed and compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

NOTE: Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this announcement. Supplementary information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

**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. Rules of evidence and procedures followed in court and administrative hearings.
3. Inspection techniques and procedures.
4. The techniques of identifying, preserving, and presenting evidence.
5. Practices and problems of the barber, cosmetology, furniture and bedding and dental industry.
6. Familiarity with on the job training techniques.

Ability to:

1. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered.
2. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.
3. Speak effectively and prepare complete and concise reports.
4. Establish and maintain cooperative relation with Federal, State, and Local law enforcement agencies.
5. Analyze data and draw sound conclusions.
6. Think and act quickly in emergencies.
7. Deal with the public in a courteous and fair minded manner.

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged into a departmental promotional list established for the Department of Consumer Affairs in order of final scores, regardless of testing dates. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

Note: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

established by another type of exam.

**VETERANS
PREFERENCE**

Veteran's preference is not granted in promotional exams.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Street, Suite 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 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 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 weeks after the final file date if a progress note is not received.

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

If you meet the requirements stated on the examination bulletin, you may take this examination. All candidates meeting the minimum qualifications will be placed on the eligible list.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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 judgement, 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.