



**ENFORCEMENT REPRESENTATIVE II,  
CONTRACTORS STATE LICENSE BOARD  
(NON-PEACE OFFICER)  
DEPARTMENT OF CONSUMER AFFAIRS  
DEPARTMENTAL PROMOTIONAL - CONTINUOUS  
FILE EXAMINATION**



[www.dca.ca.gov](http://www.dca.ca.gov)

The State of California 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 CAN 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]).

**HOW TO APPLY**

Please submit an application (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). **Applications received without this information may be rejected.** Resumes **will not** be accepted in lieu of a completed State Application, Form STD. 678.

**WHERE TO APPLY**

**HAND DELIVER OR MAIL TO:**  
Department of Consumer Affairs  
Selection Services – Attn: C Gates  
1625 N Market Blvd., Suite N-321  
Sacramento, CA 95834  
(916) 574-8370

**FINAL FILE DATE**

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. Exams will be typically administered twice a year – January – June and July – December.

**SALARY RANGE**

**\$5037 – \$6264 per month.**

**POSITION DESCRIPTION AND LOCATION**

This is the full journey specialist level class. Under general direction, incumbents may act as a lead person or technical resource person; independently design proactive investigations, and research and investigate the most complex cases and applications for licensure; lead and coordinate targeted investigations including organized crime and major financial diversion; coordinate and plan the disciplinary process; serve as the technical expert in Contractors State License Board laws, rules, regulations, and licensing classification structure; serve as a liaison to the Attorney General's Office and the District Attorney's Office; represent the Contractors State License Board at administrative hearings to present evidence, examine witnesses, and make legal arguments in nonlicensee citation appeals; train and mentor lower-level Enforcement Representatives; review, analyze, and make recommendations on case closures; authorize search warrants and temporary restraining orders; assist managers with the day-to-day operations; and do other related work.

Positions exist throughout the State of California.

**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. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood and possess the basic qualifications required.

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.

**MINIMUM QUALIFICATIONS**

**Either I**

**Experience:** Two years of experience in the California state service performing duties equivalent in level of responsibility to an Enforcement Representative I, Contractors State License Board, Range B, or an Enforcement Representative I, Contractors State License Board (Non-Peace Officer), Range B.

(Promotional candidates who are within six months of satisfying the requirements for this class will be admitted to the examination, however they must fully meet the two-year experience requirement before being eligible for appointment.)

**Or II**

**Experience:** One year of experience in the California state service performing duties equivalent in level of responsibility to an Enforcement Representative I, Contractors State License Board, Range B, or an Enforcement Representative I, Contractors State License Board (Non-Peace Officer), Range B,  
**AND**

Four years of progressively responsible experience performing field investigation work.

**SPECIAL PERSONAL REQUIREMENTS**

Demonstrated ability to act independently with flexibility and tact; willingness to work odd and irregular hours; and good memory for names, faces, and incidents.  
Some positions: Willingness to travel.

**FINGERPRINTING**

Applicants will be fingerprinted for the purpose of obtaining a criminal record check.

**DRIVER LICENSE REQUIREMENTS**

Applicants for positions in this classification series must possess a valid driver license, a good driving record, and are expected to drive vehicles safely. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

**EXAMINATION INFORMATION**

This examination may consist of a Qualifications Appraisal Panel (QAP) Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

**If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification.** For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination and the minimum qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**EXAM SCOPE**

**Knowledge of:**

1. Review techniques including planning and organizing.
2. General principles and concepts used in project review, writing and analysis.
3. Administrative and criminal investigation.
4. Contractors' laws and regulations.
5. Mediation techniques.
6. Modern office methods and equipment.
7. Terminology and procedures used in the construction industry.
8. The Contractors State License Law.
9. Contractors State License Board rules, regulations, policies, and procedures.
10. Contractors State License Board organization and functions.
11. Related legal opinions, methods, laws, and procedures controlling the activities of building contractors.
12. Investigation methods, evidence, and procedures applicable to criminal and administrative proceedings.
13. Performance measurement principles.
14. Strategic planning processes.

**EXAM SCOPE  
(CONTINUED)****Ability to:**

1. Independently gather, compile, analyze and interpret data.
2. Prepare complete correspondence and reports in a clear and concise manner.
3. Communicate effectively.
4. Willingness to learn and use various computer software.
5. Reason logically and creatively and use a variety of analytical techniques.
6. Learn the tools and skills used in the field of investigation as well as the terminology and procedures used in the construction industry.
7. Consult and advise interested parties on cases or related materials.
8. Gain and maintain the confidence and cooperation of law enforcement officials and others.
9. Interpret and apply the provisions of the Contractors State License Law and related legal opinions and court decisions and Contractors State License Board policies, procedures, rules and regulations.

**ELIGIBLE LIST  
INFORMATION**

---

A departmental promotional list will be established for the Department of Consumer Affairs, Contractors State License Board. Names of successful candidates will be merged onto the list in order of final scores. Candidates will have list eligibility for 12 months.

---

**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 Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, (916) 574-8370.

---

**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 four weeks after the final file date if a progress notice is not received.

**Applications are available at** [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements stated** on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

**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.

**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) multidepartmental 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.