

CRIMINALIST SUPERVISOR

OPEN – STATEWIDE



State of California
DEPARTMENT OF JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

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 THE 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.

FINAL FILING DATE **December 22nd, 2014-** Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** or personally delivered no later than the final filing date. Applications personally delivered or postmarked **after** the final filing date **will not** be accepted for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications by the announced **final filing date**.

FILING INSTRUCTIONS All applicants must complete and return the entire packet by the final filing date. The examination packet must include the following:

- [Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Narrative](#)
- [Conditions of Employment](#)
- [Criminal Record Supplemental Questionnaire](#)
- College transcripts (if applicable)

Mailing Address:
Department of Justice
Testing and Selection Unit
Attn: Jeremiah Honer
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
Attn: Jeremiah Honer
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS:

- **TO THE DEPARTMENT OF HUMAN RESOURCES**
- **ONLINE/EMAIL**
- **VIA INTER-AGENCY MAIL**
- **FAX**

RECRUITMENT SURVEY As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at <http://oag.ca.gov/careers/exams>.

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified to determine what assistance can be provided.

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SALARY RANGE **\$6286-\$8217**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

Criminalist Supervisors and Managers currently receive an additional 7.5% pay differential, per pay period, in accordance with the Recruitment and Retention Forensic Program pay differential. Additionally, Criminalist Supervisors and Managers may also be eligible for a \$300 DNA pay differential, per pay period, if the candidate works in a BFS Laboratory that performs DNA and meets the DNA pay differential requirements.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Department of Justice.

MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

EITHER I

One year of experience in the California state service performing the duties of a Senior Criminalist.

OR II

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing the duties of a chemist, biochemist or a related position. (One year of postgraduate education in one of the physical or biological sciences may be substituted for one year of the required general experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Senior Criminalist.

AND

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis.

OR III

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing independent research related to Forensic Science. (Possession of a master's degree in a physical or biological science may be substituted for one year of experience and possession of a Ph.D. in a physical or biological science may be substituted for two years of the required experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Senior Criminalist.

AND

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry.

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DEFINITION OF TERMS

The words “**Performing the duties of...**” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class.)

“**Equivalent to graduation from college...**” satisfaction of the requirements for a bachelor’s degree from an accredited college. Bachelor’s degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor’s degree.

Physical Sciences: Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, biological sciences, entomology and criminalistics.

Quantitative Analysis: Involves the measurement of quantities of substances produced in reactions rather than simply noting the nature of reactions. Quantitative Analysis seeks to establish the amount of a given element or compound in a sample. This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry such as:

Chemical Equilibrium	Liquid Chromatography
Oxidimetric Analysis	Properties of Gases
Photo Detector Systems	Polychromatic Nature of Light
Phase Equilibrium	Quantitative Spectrometry
Aqueous phase	Quantitative Infrared Spectroscopy.
Vapor phase	

POSITION DESCRIPTION

The **Criminalist Supervisor** is the working supervisor level where incumbents are responsible for directing the work of a minimum of four Criminalists and/or Laboratory Technicians/Assistants within: (1) a field office engaged in various criminalistics disciplines, (2) the California Criminalistic Institute (CCI) engaged in organizing and providing forensic research, application, advanced casework, training and methodology development in one specialized criminalistics discipline, or (3) a forensic DNA Laboratory. Staff at this level may also be assigned the discretion and independence of action.

EXAMINATION INFORMATION

The examination will consist of a Training and Experience Narrative and a Qualification Appraisal Panel. The Subject Matter Experts and expert evaluators will score these exercises using pre-defined rating scales and pre-determined scoring criteria.

TRAINING AND EXPERIENCE NARRATIVE – WEIGHTED 43% (3 questions)

The **Training and Experience Narrative** consists of pre-determined, job-related questions and will require candidates to submit typed responses. A panel of subject matter experts will evaluate the competitor’s response to each question using pre-determined rating and scoring criteria. The Training and Experience Narrative will be scored only for those candidates who meet the minimum qualifications. Written exam submissions must solely be the candidate’s work product. Candidates are not to receive any coaching or assistance and supervisors are not to review, edit or make suggestions.

QUALIFICATION APPRAISAL PANEL – WEIGHTED 57% (4 questions)

The **Oral Presentation** will require candidates to make a presentation to a Qualification Appraisal Panel. Information regarding this phase of the examination will be mailed to candidates prior to the examination date. The testing component will measure the following knowledge and abilities:

Applicants must receive a minimum score of 70% on the Training and Experience Narrative in order to proceed to the next phase of the examination process, the Qualifications Appraisal Panel. To obtain a position on the eligible list, applicants must receive a minimum score of 70%, separately, on each exam component.

**EXAMINATION
INFORMATION
(CONTINUED)**

These testing components measure the following knowledge and abilities.

Knowledge of:

1. The appropriate uses of chemicals used in evidence collection and analysis including interactions, risks, and disposal methods.
2. The systematic approach, scientific methods, and techniques used to process crime scenes and analyze evidence.
3. The techniques, equipment, tools, principles, and methods for assessing biological evidence such as bodily fluids, hairs, and tissues.
4. The techniques, equipment, tools, principles, and methods for identifying unknown substances and materials.
5. Presumptive and confirmatory tests and the differences between them.
6. The tools and techniques used to gather, store, and analyze forensic data.
7. Sample selection techniques and the effect it has on the interpretation of forensic evidence.
8. The rules governing evidence collection (e.g., handling, maintenance, and chain of custody) to ensure the integrity of evidence.
9. Current developments and recent literature in forensic analyses.
10. Crime scene and laboratory safety protocols.
11. The principles and practices of employee supervision and leadership to develop and guide staff while maintaining morale and productivity.
12. The requirements set forth by the International Organization for Standardization (ISO) 17025 pertaining to accreditation to maintain compliance.
13. The Quality Management System (QMS) to ensure compliance with accreditation requirements.
14. The Guiding Principles of Professional Responsibility for Crime Laboratories and Forensic Scientists to maintain a high degree of ethical standards and conduct among staff.

Ability to:

1. Analyze and correctly interpret forensic evidence to draw valid and supportable conclusions.
2. Make use of scientific methods, research and analytical techniques during an investigation while processing a crime scene.
3. Evaluate new testing methodologies and to determine their strengths and weaknesses by independently conducting validation studies of these procedures.
4. Determine the appropriate methodology or technique for use in processing crime scenes or analyzing specific types of evidence.
5. Read and understand written information that is fundamental to the field of forensic science (e.g., professional/scientific journals, procedure manuals, court rulings/precedents, equipment manuals, safety information related to chemicals and equipment, etc.).
6. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Make oral presentations to groups, taking into account the audience and nature of the information, to communicate information in a variety of settings (e.g. training, meetings).
8. Communicate in a courteous, professional manner with a variety of individuals (including law enforcement, district attorneys, and court staff) in order to exchange information and/or assign or accept work.
9. Provide training to new staff on the procedures, techniques, or approaches to the analysis of forensic evidence and other workplace processes.
10. Verbally provide professional consultation, or informed opinions before professional, scientific or legal audiences or proceedings.
11. Work cooperatively with individuals from a variety of backgrounds and capabilities on a one-on-one basis.
12. Take complex or technical information and convey it to a non-technical audience using plain English and in a manner that can be understood.
13. Organize and prioritize staff workload to meet established deadlines and ensure the most important tasks are completed.

EXAMINATION INFORMATION (CONTINUED)	<p><u>Ability to (Continued):</u></p> <ol style="list-style-type: none">14. Successfully complete multiple projects simultaneously (i.e. multi-task) within appropriate timeframes while maintaining a high level of work product.15. Maintain composure during stressful situations (e.g., testifying in court, difficult employees, caseload management).16. Review the work of staff and provide constructive feedback.17. Lead and motivate staff towards a desired goal.18. Fairly delegate and monitor work assignments to appropriate staff levels to ensure they meet quality, quantity, and timeliness standards.19. Exhibit a consistent desire to improve the quality and quantity of professional knowledge related to the field of forensic sciences.
SPECIAL PERSONAL CHARACTERISTICS	Tact, patience, and keenness of observation.
BACKGROUND INVESTIGATION INFORMATION	<p>Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.</p> <p>The information you furnish will be used to help determine your suitability for employment with the Department of Justice.</p>
DRUG TESTING REQUIREMENT	Applicants for positions in this class series will be required to pass a drug-screening test.
MEDICAL EXAMINATION	Pass/Fail – Pursuant to Government Code Section 12940 (e) (3), persons appointed to this class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.
VETERANS PREFERENCE	Veteran's Preference Credits will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.
CAREER CREDITS	Career Credits <u>do not</u> apply for this examination.

GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 322-9765, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 322-9765, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice's Offices (www.oag.ca.gov), California Department of Human Resources website at (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional 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 list must be used first. Eligible lists will expire in from 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; 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

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 candidate 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.

Career Credits: In open, nonpromotional 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. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
ATTENTION: JERIMIAH HONER
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 322-9765

**Department of Justice
Training and Experience Narrative
General Instructions/Affirmation
Criminalist Supervisor**

The Training and Experience Narrative is the first component of the Criminalist Supervisor examination, weighted at 43 % (3 questions) of the overall examination process. To move forward in the selection process, a minimum score of 70% must be received on this component. Read the below instructions carefully and ensure your understanding before completing this examination component. Failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

All applicants must complete and return the entire examination packet. The examination packet consists of the following:

- State Examination Application (Form STD 678)
- General Instructions/Affirmation – (Fillable Document)
- Training and Experience Narrative
- Conditions of Employment – (Fillable Document)
- Criminal Record Supplemental Questionnaire
- College Transcripts (if applicable)

The Affirmation and Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (Printed): _____

Address (Street, City, State, Zip): _____

Phone: _____ Email: _____

Training and Experience Narrative **Criminalist Supervisor**

GENERAL INSTRUCTIONS

The Training and Experience Narrative is the first component of the Criminalist Supervisor examination, weighted at 43 % (3 questions) of the overall examination process. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligibility list, a minimum score of 70% must be received. Read the below instructions carefully and ensure your understanding before completing this examination component; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one (1) page per question. **Responses that do not meet this criterion will not be rated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- Please note that the Department of Justice may reference the information on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative process, you will obtain a position on the eligible list for the Criminalist Supervisor classification. The information that you provide in this Training and Experience Narrative may be verified at the time of hiring.

Training and Experience Narrative
Criminalist Supervisor

Question 1: (Leadership)

What steps have you taken to prepare yourself for the role of laboratory supervisor? Please provide detailed and specific examples of the training and experience that relates to your leadership abilities, including:

- Coaching, training, and mentoring staff
- Planning and coordinating work that involves other staff
- Leading teams
- Serving as a project manager

Question 2: (Technical Experience)

Describe your work-related experience that has prepared you to serve as a technical expert in your field. Include in your response details pertaining to the following:

- Participation, facilitation, or leadership in technical advisory and/or task groups.
- Development of new methods or technical procedures, including the use of new equipment.
- Service as an advisor or subject matter expert to develop analytical solutions pertaining to laboratory analysis.

Question 3: (Accreditation)

Describe your contributions to successfully maintaining laboratory accreditation. Include specific actions you have taken, such as quality control, quality audits, and quality assurance.

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE

Applicant Identification Number (Easy ID)

FIRST 3 LETTERS OF LAST NAME AT BIRTH	<input type="text"/> <input type="text"/> <input type="text"/>	MONTH OF BIRTH	<input type="text"/> <input type="text"/>	DAY OF BIRTH	<input type="text"/> <input type="text"/>	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Applicants Name (last)	(First)	(M.I.)	Easy ID
Mailing Address (Number)	(Street)	E-mail Address	Work Telephone Number
(City)	(County)	(State)	(Zip Code)
			Home Telephone Number

Exam Title(s) for which you are applying:

Answer the following Questions:

1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? **YES** **NO**
2. Have you ever been convicted by any court of a felony? **YES** **NO**

Explanations

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.

I certify under penalty of perjury that the information I have entitled on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.

Applicant's Signature	Date Signed
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CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

Applicant Identification Number (Easy ID) – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

Easy ID – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. Please provide the Easy ID established from your Online Employment Center (OEC) profile you created to complete your application. If you are unable to determine your Easy ID, please leave it blank.

Exam for which you are applying – Fill in the title(s) of the examination for which you are applying as it is listed on the examination bulletin.

Recruitment Number – Fill in the Recruitment Number(s) of the examination for which you are applying as it is listed on the Examination Bulletin.

Questions 1 & 2 – Answer these questions only if required on the Examination Bulletin.

Explanations – Use this section to explain the details of any response that requires additional information. Be thorough and attach additional sheet(s) if needed.

Signature – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

NOTE: Your completed Criminal Record Supplemental Questionnaire and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Criminal Record Supplemental Questionnaire and other confidential information **will not be returned**; therefore, we recommend that you keep a copy for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at www.spb.ca.gov.