

**Department of Consumer Affairs**  
**Training And Experience Examination**  
**Inspector I, Department of Consumer Affairs**

**General Instructions**

The Inspector I, Department of Consumer Affairs examination will consist of the attached Training and Experience Examination (T&E) that will be used to evaluate your experience, education, and training. This T&E is the examination and will account for 100% of your score. It is important that you fill out the T&E completely. Your responses should be an accurate reflection of your experience, education, and training. Questions without a response will not be scored.

**How to Submit**

Your electronic application, this T&E and any other required documents can be submitted through your account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). Sign into your profile and apply for the Inspector I, Department of Consumer Affairs examination for the Department of Consumer Affairs. Add the documents listed in the section below as attachments to your Examination/Employment Application (STD. 678). Or you can mail your complete package to:

Department of Consumer Affairs  
Examination Services Unit, Attn: R. Kinney  
1625 North Market Blvd., Suite N-321  
Sacramento, CA 95834

**What to Include**

In order to apply for and participate in this examination, you must submit a complete examination application package. Missing information may delay the processing or scoring of your examination.

The following documents must be submitted along with your [Examination/Employment Application \(STD. 678\)](#):

- [Affirmation Statement](#)
- [Training and Experience Examination \(T&E\)](#)
- Evidence of completion of the education/credential requirement, if applicable (copies are acceptable)
- [Conditions of Employment Form](#)

Upon receipt of your completed examination application package, documents become confidential information and are the property of the Department of Consumer Affairs, Examination Services Unit. Please notify us if you have a change of address.

**Your Responses Are Subject to Verification**

All information provided on your application and T&E is subject to verification at any time. Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the examination eligibility list
- Loss of State employment
- Loss of rights to compete in any future State examinations

**DEPARTMENT OF CONSUMER AFFAIRS  
TRAINING & EXPERIENCE EXAMINATION  
INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS**

**AFFIRMATION STATEMENT**

Government Code section 18935:

(a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (1) Lacks any of the requirements for the examination or position for which he or she applied.
- (2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
- (3) Has resigned from any position not in good standing in order to avoid dismissal.
- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
- (5) Has been found to be unsuited or not qualified for employment pursuant to rule.

(b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

**SIGNATURE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**HOME PHONE NUMBER:** \_\_\_\_\_

**WORK PHONE NUMBER:** \_\_\_\_\_

**DEPARTMENT OF CONSUMER AFFAIRS  
 TRAINING & EXPERIENCE EXAMINATION  
 INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS**

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Training & Experience (T&E) examination will be used to evaluate your experience, education, and training. This is a scored examination and will account for 100% of your rating. It is important to complete the examination accurately. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

<b>Section I – Minimum Qualifications</b>		
<b>Items in this section request information about your minimum qualifications and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" in the appropriate box related to your education and/or experience.</b>		
<b>Pattern I</b>	<b>Yes</b>	<b>No</b>
Do you have two years of experience with a governmental agency in one or a combination of the following: <ol style="list-style-type: none"> <li>1. Inspection of business establishments for compliance with laws, rules, regulations, and standards. Or</li> <li>2. In law enforcement which has included some investigative work.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pattern II</b>	<b>Yes</b>	<b>No</b>
Do you have equivalent to completion 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.)	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS  
 TRAINING & EXPERIENCE EXAMINATION  
 INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS**

Items in the following sections will be scored and used to determine your final rating.

**Section II – Specialized Experience**

Please indicate your years of experience in the following areas by placing an "X" in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
1. Knowledge of State or local laws, rules, and regulations regarding individuals and businesses licensed by various agencies to ensure compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of rules of evidence and procedures followed in court and administrative hearings to ensure proper protocols are followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of inspection and/or interview issues and concerns, to ensure safety while performing job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of inspection and investigation techniques, policies, and procedures to complete work assignments in accordance with State or local laws, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Skill to communicate effectively to convey laws and regulations successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to read and write English at a level required for successful job performance to comprehend and document information accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to interpret and apply sections of State and local laws which relate to individuals and businesses licensed by various agencies to ensure compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to analyze data and draw sound conclusions to gain clarity and make recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to think and act quickly in emergencies to ensure safety of oneself or others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ability to write complete, accurate, and concise reports in order to document facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to deal with the public in a courteous and unbiased manner to provide open communication to ascertain information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to walk and stand for long durations to complete interviews or inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ability to handle written and verbal communications from individuals, and businesses to ensure compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ability to determine if violations of laws, rules and regulations exist and issue disciplinary actions accordingly for public safety and consumer protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS  
TRAINING & EXPERIENCE EXAMINATION  
INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS**

**Section III – Task Experience**

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	Less than 1 yr	1-3+ yrs	4+ yrs
1. Communicate by phone or email with supervisor regarding questions, concerns, and to provide updates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain files and records in accordance with policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Write reports to document facts using computer software or department issued equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conduct interviews, inspections and/or investigations in accordance with the laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Consult with individuals and/or businesses on compliance and provide literature, forms, pamphlets, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Obtain records and documents to verify information using a computer, phone, forms, and/or verbal communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Participate in training courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist in providing training to new employees regarding policies and procedures, laws and regulations at the direction of management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist and aid in investigations of individuals and/or businesses using files, documentation, a computer and verbal communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Identify and document violations to ensure compliance using a camera, checklist, reports, computer software, and various documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maintain working relationships with investigators and/or other enforcement agencies using a phone, computer, and in person communications to share knowledge and information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Gather evidence and testify in court or administrative hearings regarding evidence gathered during an investigation or inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Initiate and investigate complaints using checklists, department issued equipment, and verbal communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Conduct follow-up inspections and/or site visits to determine compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS  
TRAINING & EXPERIENCE EXAMINATION  
INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS**

**Section IV – Education**

**Please indicate your specific education by placing an “X” in the corresponding box. Check all that apply. Failure to provide proof of education may affect the scoring of your exam.**

2 - 4 years of college with 12 or more units in Police Science or Criminology

Bachelor's degree or higher with 12 or more units in Police Science or Criminology

**CONDITIONS OF EMPLOYMENT - FORM 631**

**CANDIDATE NAME:**

**EXAMINATION TITLE: INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS**

**Positions are available throughout the state** - If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Please place a check mark ✓ next to your choices below.

Type of appointment you will accept	<input type="checkbox"/> Permanent Full time D	<input type="checkbox"/> Other than Permanent Full time R	<input type="checkbox"/> Both A
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**Locations in which you are willing to work** - Please place a check mark ✓ next to your choices – You will not be offered a job in locations not checked. If more than 15 selections are made, you may be considered available for work anywhere in the state.

**Anywhere in the state** - If checked, no further selection is necessary.

**Anywhere in the northern region (8004)** or make northern county choices below.

<input type="checkbox"/> Butte 0400	<input type="checkbox"/> Colusa 0600	<input type="checkbox"/> Del Norte 0800
<input type="checkbox"/> Glen 1100	<input type="checkbox"/> Humboldt 1200	<input type="checkbox"/> Lake 1700
<input type="checkbox"/> Mendocino 2300	<input type="checkbox"/> Modoc 2500	<input type="checkbox"/> Nevada 2900
<input type="checkbox"/> Placer 3100	<input type="checkbox"/> Plumas 3200	<input type="checkbox"/> Shasta 4500
<input type="checkbox"/> Sierra 4600	<input type="checkbox"/> Siskiyou 4700	<input type="checkbox"/> Sutter 5100
<input type="checkbox"/> Tehama 5200	<input type="checkbox"/> Trinity 5300	<input type="checkbox"/> Yuba 5800

**Anywhere in the central region (8001)** or make central county choices below.

<input type="checkbox"/> Alameda 0100	<input type="checkbox"/> Alpine 0200	<input type="checkbox"/> Amador 0300
<input type="checkbox"/> Calaveras 0500	<input type="checkbox"/> Contra Costa 0700	<input type="checkbox"/> El Dorado 0900
<input type="checkbox"/> Fresno 1000	<input type="checkbox"/> Madera 2000	<input type="checkbox"/> Marin 2100
<input type="checkbox"/> Mariposa 2200	<input type="checkbox"/> Merced 2400	<input type="checkbox"/> Monterey 2700
<input type="checkbox"/> Napa 2800	<input type="checkbox"/> Sacramento 3400	<input type="checkbox"/> San Benito 3500
<input type="checkbox"/> San Francisco 3800	<input type="checkbox"/> San Joaquin 3900	<input type="checkbox"/> San Mateo 4100
<input type="checkbox"/> Santa Clara 4300	<input type="checkbox"/> Santa Cruz 4400	<input type="checkbox"/> Solano 4800
<input type="checkbox"/> Sonoma 4900	<input type="checkbox"/> Stanislaus 5000	<input type="checkbox"/> Tuolumne 5500
<input type="checkbox"/> Yolo 5700		

**Anywhere in the southern region (8011)** or make southern county choices below.

<input type="checkbox"/> Imperial 1300	<input type="checkbox"/> Inyo 1400	<input type="checkbox"/> Kern 1500
<input type="checkbox"/> Kings 1600	<input type="checkbox"/> Los Angeles 1900	<input type="checkbox"/> Mono 2600
<input type="checkbox"/> Orange 3000	<input type="checkbox"/> Riverside 3300	<input type="checkbox"/> San Bernardino 3600
<input type="checkbox"/> San Diego 3700	<input type="checkbox"/> San Luis Obispo 4000	<input type="checkbox"/> Santa Barbara 4200
<input type="checkbox"/> Tulare 5400	<input type="checkbox"/> Ventura 5600	