



ASSISTANT CHIEF, CALIFORNIA HIGHWAY PATROL

PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

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, REPRODUCTIVE HEALTH DECISION-MAKING, 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 STATE WORKPLACE. 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 7, 2023

Applications (STD. 678, Examination / Employment Application, Rev. 12-21 or later) must be **POSTMARKED** no later than the final filing date. Applications postmarked or received via interoffice mail after the final filing date will not be accepted for any reason.

NOTE: Dates printed on mobile bar codes, such as Quick Response (QR) codes available at the United States Postal Service, are not considered Postmark dates for the purpose of determining timely filing of an application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.

HOW TO APPLY

Application packages may be submitted electronically. To apply for this examination electronically, complete an application package and e-mail in PDF format to AsstChiefexamination@chp.ca.gov. **DO NOT** include your Social Security Number on the application. Application packages must be signed, dated, and received **by 11:59 p.m. no later than the final filing date posted above.**

To obtain a copy of the Employment Application, go to the link below.

- Examination / Employment Application (STD. 678) – signature and date required
<https://jobs.ca.gov/pdf/STD678.pdf>

If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Please submit the following items with your application package. Applicants who do not submit the required items timely will not be allowed to take this examination.

- STD. 678, Examination / Employment Application, (Rev. 12-21 or later) – all experience and education relating to the Requirements for Admittance to the Examination below should be included to demonstrate how you meet the requirements. <https://jobs.ca.gov/pdf/STD678.pdf>
- Statement of Qualifications – A Statement of Qualifications is a narrative discussion of how your education, training, experience, and skills meet the minimum and desirable qualifications and qualify you for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and shall be typed, no more than three pages in length, 12-point font, and single spaced. The Statement of Qualifications shall address the three (3) Desirable Qualifications identified on page 2 of this examination bulletin.

Submit application packages by mail to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

OR applications may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

NOTE: **DO NOT** SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE. AT THIS TIME, THE CALIFORNIA HIGHWAY PATROL DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.

APPLICATIONS FAXED WILL NOT BE ACCEPTED. APPLICATIONS POSTMARKED, RECEIVED VIA INTEROFFICE MAIL, OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED.

NOTE: All application (STD. 678) forms must include: employment history "from" and "to" dates (month/day/year), hours per week, title/job classification, and duties performed. Application (STD. 678) forms received without this information will be rejected. Resúmenes or other documents will not be accepted in lieu of a completed application (STD. 678) form.

CONTACT INFORMATION

Examination Services: (916) 843-3820

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SPECIAL TESTING ARRANGEMENTS	Applicants with a disability who are requesting special testing arrangements shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.
SALARY RANGE	\$19,315 - \$22,160
COMPETITION LIMITED TO STATE EMPLOYEES	Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to take this examination.
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This 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. Please note the list can be abolished any time after 12 months based on the needs of the service.</p> <p>CALIFORNIA VEHICLE CODE, SECTION 2251: “All promotions to the classes of deputy chief, assistant chief, captain, lieutenant, and sergeant shall be made from promotional eligible lists resulting from promotional examination of persons in the next lower class.”</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</p> <p>One year of experience performing the duties of a Captain, California Highway Patrol, in the Department of California Highway Patrol.</p>
SPECIAL PERSONAL CHARACTERISTICS	Honesty; integrity; professional demeanor; accountability; courage; sensitivity; confidence; decisiveness; diplomacy; independence; and personal appearance commensurate with departmental policy.
ADDITIONAL DESIRABLE QUALIFICATION	Academic education beyond the 12th grade.
THE POSITION	<p>An Assistant Chief, California Highway Patrol, under direction, assists in planning, organizing, and directing the activities of the Department of California Highway Patrol in a major geographical location or headquarters Division; or is in charge of a major staff function; and performs other related duties.</p> <p>Positions exist statewide.</p>
EXAMINATION INFORMATION	<p>This examination will consist of an application and Statement of Qualifications evaluation by a California Highway Patrol evaluation panel weighted 100%. Each applicant's qualifications will be evaluated against specific job-related evaluation criteria. Possession of the Requirements for Admittance to the Examination does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p>The Statement of Qualifications shall address the three Desirable Qualifications identified below. In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:</p> <ol style="list-style-type: none">1. Successful policing must include active engagement, collaboration, and coordination with the community. Describe your specific efforts identifying local communities' needs, your engagement with stakeholders in a proactive leadership role, and ability to promote the priorities of the Department to improve traffic safety.2. Executive Management identifies priorities and sets standards for the direction of the Department. Describe specifically how you held yourself and subordinate staff accountable for carrying out expectations, and what actions you took when expectations were not achieved. How will you translate these experiences into the role of an Assistant Chief, CHP?3. Provide specific examples regarding your leadership and/or managerial experience, specialized training, education, and personal characteristics which have prepared you to effectively assume the role of an Assistant Chief, CHP, within the California Highway Patrol. <p>When preparing your Statement of Qualifications, please follow these guidelines:</p> <ul style="list-style-type: none">• The information you provide on your Statement of Qualifications must be complete and presented in a clear and concise manner.• Answer each numbered item separately and indicate the corresponding item number for each response.• Limit your responses to no more than a total of three pages.• Your responses must be typed with 12-point font and single spaced. <p>Scope:</p> <p>A. Knowledge of:</p> <ul style="list-style-type: none">• Departmental policies and procedures.• A variety of current management principles, techniques, and trends.• Departmental programs and the Governor's budget programs.• State and federal laws and changes in law affecting departmental operations.• Department's strategic plan and its goals and strategies.• California Highway Patrol organizational structure.• Potential trends impacting the Department.• Community group interests and events and regional transportation issues.• Operations of allied agencies and their impact on the Department.• Legal, economic, and other political parameters involved in departmental procurements and state and federal requirements regarding Equal Employment Opportunity, and laws against employment discrimination and harassment. <p>B. Ability to:</p> <ul style="list-style-type: none">• Exercise sound judgment and discretion and justify decisions.• Make thorough and accurate analysis of routine or emergency situations or data and take appropriate courses of action.• Negotiate satisfactory resolutions to conflicts.• Gain the confidence, cooperation, and respect of the Division and serve as a role model.• Reason objectively.• Effectively communicate with subordinates in unpleasant situations and carry out action as needed.• Motivate subordinates to support new ideas, programs, procedures, and policies.• Positively influence morale.• Accomplish goals through others and devise methods for achieving Division goals.• Develop and manage programs and projects and evaluate the results of completed projects.• Establish and maintain effective working relationships both within and beyond the Department.

- Exercise tact in interpersonal relations.
- Effectively utilize time management techniques.
- Determine when to delegate.
- Adapt to and carry out requests and ideas of superiors.
- Present ideas and communicate in an effective manner.
- Visualize the implications of an action beyond the immediate benefit.
- Guide, counsel, and mentor subordinates and maintain discipline.
- Recognize the needs of nonuniformed personnel.
- Listen attentively.
- Select and apply appropriate management principles and techniques to fit a variety of situations.
- Quickly adapt to a variety of people and situations.
- Conduct administrative investigations.
- Interpret, implement, and administer complex laws and policies.
- Anticipate, plan, and budget for needed resources, and manage a budget.
- Read and understand a variety of complex written materials.
- Write clearly and concisely, and compose and edit written materials.
- Speak effectively in public.
- Incorporate social, technical, economic, environmental, and political issues into the departmental planning process.
- Use a computer, specialized departmental computer programs, and a departmental issued personal digital assistant.
- Effectively contribute to the Department's Equal Employment Opportunity objectives.

SENIORITY CREDITS

As provided in Government Code Section 18954, successful competitors will be granted additional credit for merit, efficiency, and fitness of one-quarter of a point for each year served in the grade next lower than that for this examination.

VETERANS' PREFERENCE

Veterans' Preference is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Selection Standards and Examinations Section, Examination Services, at (916) 843-3820, three weeks after the final filing date if a progress notice has not been received.

Applications (STD. 678, Rev. 12-21 or later) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, CalHR, and the CalHR Web site at www.jobs.ca.gov.

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol 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 a revision will be in accordance with civil service law and rules and all competitors will be notified.

Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under the provisions of California Code of Regulations (CCR), Sections 234, 235, and 235.2. The CCR Sections 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or CalHR.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: If you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.