



LIEUTENANT, 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	November 30, 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	Applications may be submitted electronically. To apply for this examination electronically, complete an application and e-mail in PDF format to LtExamination@chp.ca.gov . DO NOT include your Social Security Number on the application. Applications must be signed, dated, and received <u>by 11:59 p.m. no later than the final filing date posted above.</u>
	To obtain a copy of the Employment Application, go to the link below.
	<ul style="list-style-type: none">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 may be submitted through an alternative method listed below:
	Submit applications 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 7 th Street Sacramento, CA 95811
	NOTE: Submission of the Criminal Record Supplemental Questionnaire is <u>not</u> 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 PERSONALY 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. <u>Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.</u>
CONTACT INFORMATION	Examination Services: (916) 843-3820
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.
	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
WRITTEN TEST DATE	January 13, 2024
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated interviews will be held during March 2024.
SALARY RANGE	\$14,680 - \$17,336
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.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Highway Patrol. The list will be abolished 24 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.

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.”

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.

Two years of experience performing the duties of a Sergeant, California Highway Patrol, in the Department of California Highway Patrol.

SPECIAL PERSONAL CHARACTERISTICS

Tact, keenness of observation, professional demeanor, and personal appearance commensurate with departmental policy, sufficient vision, hearing, and physical conditioning to successfully perform the essential functions of the job, trustworthiness, fairness, emotional control, responsibility, respectfulness, decisiveness, dedication to public safety and service, maturity, positive attitude, approachability, authenticity, confidence, courage, diplomacy, motivation, empathy, self-awareness, adaptability to change, and a sense of humor.

ADDITIONAL DESIRABLE QUALIFICATION

Academic education beyond the 12th grade.

THE POSITION

A Lieutenant, California Highway Patrol, under the direction of a superior in the Department of California Highway Patrol, (1) acts as a commander of an assigned field Area office; or (2) assists a Captain, California Highway Patrol, in a larger field Area office; or (3) in a headquarters or Division office, is in charge of a section responsible for an important staff function or personally performs a staff function; and performs other related work.

Positions exist statewide.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 40% and a Qualifications Appraisal Interview weighted 60%. **Competitors who do not appear for any phase of the examination will be disqualified.** In order to obtain a position on the eligibility list, an overall minimum score of 70% must be attained. In addition, a minimum score of 70% must be attained in each part of the examination for weighted examinations.

Scope:

- A. Knowledge of:
- Laws of arrest, rules of evidence, civil liability, legal rights of citizens, pertinent court procedures, and applicable State Codes and laws affecting general law enforcement and the operation of vehicles.
 - Current legislation, case law, trends, and issues that may affect the Department's operation.
 - Effective management techniques and the Department's management philosophy.
 - Mission, goals, purpose, and organizational structure of the California Highway Patrol.
 - Policies, procedures, regulations, and programs of the California Highway Patrol.
 - Personnel practices and pertinent provisions of labor contracts related to the selection, evaluation, management, and discipline of employees.
 - Employee counseling and motivation techniques.
 - Basic spelling, punctuation, and grammar.
 - Proper format, style, and standards for written material.
 - Basic techniques of effective oral communications.
 - Strategies to promote positive public relations.
 - The National Response Plan, the Standardized Emergency Management System, and Area emergency plans.
 - California Highway Patrol's Statement of Professional Values.
 - Effective supervisory, training, and team-building principles and techniques.
 - Effective time management practices.
 - The Department's Equal Employment Opportunity (EEO) Program, a manager's role in the program, and processes available to meet EEO objectives.
- B. Ability to:
- Plan, direct, motivate, and coordinate the work of subordinates and maintain discipline and harmony in a command.
 - Use reference materials important to the operation of a command.
 - Determine work priorities and equitably assign work through first-line supervisors.
 - Delegate when appropriate.
 - Function as a first-line supervisor when necessary.
 - Review documents for clarity, organization, completeness, accuracy, tact, and timeliness.
 - Conduct research necessary for the preparation of reports.
 - Independently prepare clear and concise correspondence, reports, and staff work.
 - Give clear, accurate instructions and directions.
 - Communicate effectively to individuals and groups under normal and stressful situations.
 - Read, understand, and follow instructions contained in a wide variety of written material.
 - Assess the strengths, weaknesses, effectiveness, and potential of employees.
 - Maintain confidentiality with employee information.
 - Evaluate the results of assigned work and responsibilities.
 - Counsel and guide employees who are experiencing problems affecting job performance, and intercede before issues negatively impact employee performance or operational activities.
 - Anticipate, recognize, and analyze situations accurately, and adopt a timely and effective course of action to resolve and prevent problems.
 - Establish and maintain effective internal and external working relationships.
 - Listen for understanding, facilitate discussions, and respond to the needs of others.
 - Demonstrate flexibility, tact and patience with others.
 - Implement the National Response Plan and Standardized Emergency Management System.
 - Handle emergency situations quickly and effectively.

- Demonstrate leadership, exercise sound professional judgment, maintain a professional demeanor and appearance, and maintain composure in stressful situations.
- Introduce change in a positive manner.
- Develop, interpret, explain, keep current on, and operationally apply policies, procedures, and laws affecting general law enforcement and the operation of vehicles.
- Plan and organize resources in a logical and effective manner to meet Department and command goals and objectives.
- Identify critical elements of an investigation.
- Investigate and resolve complaints.
- Work independently and efficiently despite frequent interruptions and distractions.
- Plan, prioritize, and organize project assignments to meet standards and deadlines.
- Evaluate and compare alternatives, assess the consequences of an action, and use common sense to make sound decisions.
- Safely and effectively operate an enforcement vehicle and equipment.
- Perform the duties of the Commander in his/her absence.
- Effectively contribute to the Department's Equal Employment Opportunity Program and promote a working environment free from discrimination and harassment.

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 days prior to the written test date if a notice has not been received.

If the competitor did not receive a notice of oral interview prior to the day of the interview due to a verified postal error, the competitor will be rescheduled upon written request.

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.

Written Test Location(s): The written test will be given in such places in California as the number of competitors and conditions warrant.

Interview Location(s): It is anticipated that interviews will be scheduled in such places in California as the number of competitors and conditions warrant.

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.

California Department of Human Resources Weighted Examination Scoring: For those candidates successful in the total examination process, the raw score for each weighted component will be standardized, then weighted, then combined to form the candidates' final scores in the examination process.

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.