

# Duty Statement Excluded

**Proposed**  
(Submit to HR for Review)  
 **Final**

Print or type.  
See Specific Instructions on page 2.

A. Current Position Number <b>107-8547-001</b>	B. Probationary Period /JEP Period <b>12 Months</b>	
C. Incumbent Name <b>Supervising Special Investigator II</b>	D. Classification/Job Title	E. Date of Hire
F. Unit, Section, Division <b>Investigations Unit, Executive Division</b>	G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles	
H. Name of Immediate Supervisor/Manager <b>Lisa Martin</b>	I. Classification/Title of Immediate Supervisor/Manager <b>Chief Deputy Secretary of State</b>	
J. Bargaining Unit (CBID) <b>S07</b>	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule <b>M - F</b>	N. Work Hours <b>8:00 – 5:00</b>	O. Work Week Group <b>E</b>
P. Background Check Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Q. Job Requires Driving Automobile <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	R. Certification Required <input checked="" type="checkbox"/> Yes <b>Basic POST</b> <input type="checkbox"/> No

## Section II JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

### DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

The Investigative Services Unit primarily handles the investigation into alleged voter misconduct, other violations of the Elections Code. Under the general direction of the Chief Deputy Secretary of State and Deputy Secretary of State, Operations, the incumbent works with a high level of independence and is responsible for training, mentoring, planning, organizing and directing the work of a small to medium sized subordinate staff consisting of subordinate level Investigators and support staff within the Investigative Services Unit and may personally make or direct the more difficult criminal and administrative investigations and perform or participate in the most difficult, complex and sensitive investigative work, case preparation, and court testimony and hearings.

The incumbent is also responsible for the administration of work processes, reviewing program procedures, as well as the administration of Agency and Division policies and procedures and appropriate statutory provisions of applicable California Codes and regulations, in addition to providing reports to the Chief Counsel, Assistant Chief Counsel and assigned Attorneys, as required. Typical duties are as follows:

**ESSENTIAL FUNCTIONS**

40% Responsible for staff training, management, planning, organizing, and monitoring unit work and case load, and supervising and evaluating the performance of staff members. Duties include, but are not limited to, time accounting, employee performance evaluation and recognition, timely and efficient completion of required duties, conflict resolution, employee development and training, office and facility planning, budget oversight, and coordination of student and/or investigative assistant activities (if applicable).

Provide general policy analysis and formulation, including drafting and reviewing program procedures, and administering departmental policy and procedures.

Attend mandatory training to maintain Peace Officer Standards and Training (POST) standards as required.

30% Direct and review criminal elections fraud investigations and cases. Triage complaints concerning alleged notarial misconduct and alleged Elections Code violations; determine which complaints require further investigation for possible criminal, civil, or administrative action; make case assignments; and oversee and monitor progress of the unit's case load. Handle and monitor all high-profile cases, which include meeting with, advising, conferring, and recommending policy decisions with the SOS Administration, legal, and the Office of Voting Systems Technology Assessment and VoteCal staff. Responsible for reporting to SOS Administrative staff on all aspects of voter fraud and the handling of fraud cases. Direct and monitor unit workload to ensure all investigatory and statutory deadlines are met. In addition, may be required to make or participate in more difficult or confidential field investigations necessitating travel within California, make or direct the more difficult administrative and criminal investigations, file complaints, prepare cases, and appear and/or testify in court or in administrative hearings. Work in conjunction with Secretary of State Legal Affairs Unit attorneys, local district attorneys, the Attorney General, and the United States Attorney in the preparation of cases for court presentation and to secure the cooperation of these agencies.

20% Work closely with and secure the cooperation of federal, state, and local law enforcement agencies; train other law enforcement personnel in the laws, rules and regulations governing elections, notaries public and notaries public fiduciary responsibilities; serve as Secretary of State representative on major crime task forces.

Review and evaluate reports; make or participate in more difficult or confidential field investigations; and prepare comprehensive interview, investigatory, and annual management reports and correspondence.

**MARGINAL FUNCTIONS**

10% Assist with all administration and operational efforts to ensure the success of the organization as a whole. Ensure consistency with the Secretary's overall strategic plan efforts.

## **General Requirements:**

The incumbent is required to have the ability to direct others in the performance of investigatory work; interpret and apply to specific investigatory matters the provisions of the laws, rules, or regulations enforced or administered; supervise a staff of investigators and other investigative support staff; work cooperatively with their management team and Executive staff; prepare correspondence and reports; communicate effectively; analyze situations accurately; think and act quickly in emergencies; identify and take corrective administrative action on specific problems; and effectively promote equal opportunity in employment and maintain a positive work environment that is free of discrimination and harassment.

The incumbent must have the knowledge of investigation techniques and procedures, and directing others in the performance of investigatory work; rules of investigatory work; rules of evidence and court procedure; principles of identification, preservation, and presentation of evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; interviewing techniques; duties of federal, state, and local law enforcement agencies; interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered; principles and techniques of personnel management and supervision and supervising a staff of investigators; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Exercise sound professional judgment and behavior; meet deadlines, take initiative, and demonstrate personal accountability. The incumbent must maintain regular, consistent, and predictable attendance in the performance of these specific functions.

## **POST CERTIFICATION**

The incumbent is required to have a current basic California Commission on Peace Officer Standards and Training (POST) certificate, or the incumbent will be required to provide proof of successful completion of a basic investigative training course as prescribed by POST prior to hire.

The following expectations apply generically to all of the tasks cited above:

Maintain familiarity with and appropriately apply current laws, rules, policies, and procedures governing election law.

Meet all applicable POST standards in conducting investigative work.

Be of good moral character, pursuant to Government Code section 1031.

Effectively organize and coordinate day-to-day work to ensure that all assignments receive the appropriate attention and that established timelines are met; or anticipate the need to modify

established timelines. Seek and obtain approval, as appropriate, and follow up with appropriate action in advance.

Exercise good judgment in advising all levels of staff on issues pertaining to the Investigation Unit and on-going investigations, ensuring that advice is consistent with applicable laws, rules, policies and procedures.

Effectively communicate verbally and in written format, correct use of grammar and vocabulary. Exercise strong, persuasive writing skills.

Promote outstanding customer service and techniques for continuous improvement in the delivery of those services.

Exercise tact, resourcefulness, and good communication skills in daily contacts with all staff and public; convey a professional demeanor to all those contacted in the course of work; and project a positive image of technical expertise, trust, helpfulness, and fairness.

Follow policies and procedures established by the Secretary of State, including attendance and leave policies and the various laws and rules governing civil service employees.

Field investigations require some travel within California. The supervising investigator may be required to testify in any court relative to the scope of an investigation. Telework opportunities may be available based on operational needs.

### Section III

### EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

**EMPLOYEE'S STATEMENT:** I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

YES

NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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**SUPERVISOR'S STATEMENT:** I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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