

DUTY STATEMENT

CALIFORNIA HORSE RACING BOARD

DIVISION Southern Division, Enforcement - Santa Anita		EFFECTIVE DATE
BRANCH/SECTION Enforcement		CLASS TITLE Investigator
WORKING DAYS AND WORKING HOURS Tues-Sun (varies)		PHYSICAL WORK LOCATION Santa Anita Park - LA County
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 395-412-8610-XXX
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> Requires Driver's License/Drives on State Business <input type="checkbox"/> Physical Requirements (Attach) <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input checked="" type="checkbox"/> Other – Specify Below <input checked="" type="checkbox"/> Public Contact Position <input type="checkbox"/> Bilingual Fluency (Non-English Language) – Specify Below <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel Requirements – Specify Below		
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:		
<p>Under the general direction of the Supervising Special Investigator I, the incumbent independently conducts field investigations; works as part of a team; or acts as a lead of other investigators when assigned. As Peace Officers under the California Penal Code, Section 830.3(d), detects and/or verifies and enforces suspected violations of the California Horse Racing Board (CHRB) rules and regulations, the California Horse Racing Laws and other related laws.</p>		
% time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
	ESSENTIAL FUNCTIONS:	
65%	As assigned, will travel to the various race tracks/fair meets to independently, or as a lead, investigate and prepare written reports on reported/observed violations of the CA Horse Racing Laws, CHRB rules and regulations, and/or other related laws inside and outside of the racing enclosure; may assist with difficult or confidential investigations; gather and preserve evidence as required; present cases before the Board of Stewards by proving the facts, questioning prosecution and defense witnesses, present the evidence for review and acceptance into the hearing and may litigate cases; may represent the CHRB on appeal cases before an Administrative Law Judge and/or testify as a witness in criminal cases; and establish and maintain cooperative relations with Federal, State and local law enforcement agencies.	
20%	Reviews occupational license applications and conducts interviews of license applicants to determine fitness for a license; tests and analyzes the licensees' alcohol intoxication levels and urine samples when a licensee is under reasonable suspicion of being under the influence of drugs/alcohol; develops and works with confidential informants; maintains good communications with the horse racing industry; and assists Stewards in gathering information concerning issues associated with drug testing, medication programs, and other health and safety issues at the race tracks.	
10%	Inspection of intertrack wagering and auxiliary facilities which includes internal and external review of the entire facility; checking licenses of all personnel; secure contacts with the facilities' management, security personnel, and local law enforcement.	
	MARGINAL FUNCTIONS:	
5%	Attend mandatory training to maintain P.O.S.T standards. Participate in special assignments when necessary to support the units and the Department. Perform other duties as required.	
	KNOWLEDGE AND ABILITIES:	
	Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; and service of legal process. Interviewing techniques; duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; and principles and techniques of personnel management and supervision.	

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Ability to: Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; and establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others. Analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback.

Skill to: Perform investigatory work; and plan, organize, and direct investigations.

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests; work under stress and adverse conditions; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, both arms, and both legs; strength, endurance, and agility; normal hearing; normal vision (20/20) or vision corrected to normal; and weight in proportion to height.

SPECIAL PERSONEL REQUIREMENTS

The incumbent will work irregular hours, holidays, and weekends; travel frequently in southern California and occasionally throughout the State.

WORK ENVIRONMENT:

- The incumbent's primary work location is the Santa Anita Park location (Arcadia, LA County CA) in a typical race track environment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or other balance the workload.

EMPLOYEE'S NAME (PRINT)

EMPLOYEE'S SIGNATURE

DATE