STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT  
PO-199 (06/16)

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) “…material changes in the duties of any position in his or her jurisdiction”. The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the “essential functions” of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Percentage of Time Required

Under the supervision of the Supervising Special Investigator I (SSI I), the Special Investigator investigates allegations involving misconduct, citizen complaints, felony or misdemeanor complaints, insubordination, whistleblower complaints and other violations along with conducting background investigations for peace officer applicants. Responsibilities include but are not limited to the following:

**Essential Functions**

**Investigations**

*Examine a variety of records and information to detect, secure or verify alleged administrative, civil, and criminal violations of the laws, rules, and regulations. *Determine appropriate violations related to the California Government Code Section 19572; including but not limited to: (d) inexcusable neglect of duty, (f) dishonesty, (g) drunkenness on duty, (o) willful disobedience, and (p) misuse of state property. *Work with supervisor and legal staff to determine appropriate course of action regarding discipline and/or other investigation. *Maintain working relationships with internal and external stakeholders, including, local law enforcement to gather and verify information as needed. *Identify, gather, assemble, evaluate, and preserve statements, affidavits, and other evidence for use in an investigation. *Interview complainants, witnesses, subjects, and other involved parties to collect, analyze and evaluate testimonies. *Track and monitor assigned investigations to ensure timely processing and submittal.

**35%**

*Work with other state agencies and local law enforcement to acquire assistance when needed on civil and/or criminal investigations. *Attend hearings, acting on behalf of the department to give evidence at proceedings, as necessary. *Prepare concise, detailed reports of the events related to the investigation, which include; documented evidence, statements from witnesses and a general synopsis to ensure the findings are fully substantiated by the facts and other evidence.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature ___________________________ Date _______________  
Supervisor Signature ___________________________ Date _______________

Personnel use only  
☐ Posted to Directory  
______________________________  
Initials and date
<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Marginal Functions</th>
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<tbody>
<tr>
<td>15%</td>
<td><strong>Training</strong></td>
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<td></td>
<td>Collaborates with the SSI I, Lead Analyst, the Deputy Director of PSP and internal and external stakeholders within a working group to develop, revise, and present training including, but not limited to, investigations, employee backgrounds, code of conduct, employee expectations, new employee orientation, and progressive discipline. Act as Subject Matter Expert to aid in developing accurate and compliant curriculum. Participate in working group discussions with CAL FIRE Regions, Units, and Programs to discuss implementation of policy and procedures within the PSP program.</td>
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<td>10%</td>
<td><strong>Background Checks</strong></td>
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<td>Conducts pre-investigatory interviews for all applicants entering the backgrounds process by initiating inquiries to determine the character of the applicant; including contact with relatives, friends, Department of Justice (DOJ), law enforcement agencies, past employers, and any other source that may have knowledge of applicant’s suitability. Conduct in person interviews with applicants, as necessary to clarify and/or confirm information received. Develop a recommendation for denial or approval of backgrounds investigation based on applicable laws, policies, and procedures. Collaborate with other PSP staff and internal stakeholders to ensure employee background investigations are completed consistently and timely.</td>
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<tr>
<td>5%</td>
<td>Perform other job-related duties as assigned</td>
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Job qualifications and/or conditions of employment: Local and/or statewide travel may be required, approximately up to sixty percent of the time. Overnight stays may be required.

"We have discussed this document in its entirety and understand the duties of this position."