

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-613-8610-909
Classification: Investigator	Tenure/Time Base: Permanent / Full-Time
Working Title: Food Safety Investigator	Work Location: 2 MacArthur Place, Suite 100 Santa Ana, CA 92707
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center of Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Food Investigations and Technical Support Section / Food Safety Enforcement Unit – Santa Ana

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risk.

The Food Safety Investigator works under the direction of the Supervising Food and Drug Investigator (SFDI) of the Food and Drug Branch (FDB), Food Investigations and Technical Support Section, Food Safety Enforcement Unit (FSEU). The Investigator conducts extensive and complex investigations; initiates enforcement actions to protect the public health; provides educational outreach; participates in a team environment in planning, evaluation, and quality improvement; maintains technical

proficiency; and works cooperatively with industry and government agencies. Position requires incumbent to work independently and as part of a team and may require work during non-conventional work hours. Position requires heavy travel throughout the state.

This position is designated as peace officer per California Penal Code 830.3 (f) and (h). This position performs the full range of peace officer duties and responsibilities in the accomplishment of their assignments and must be in compliance with the California Commission on Peace Officer Standards and Training (CA POST). During the course of their employment, they are required to carry a firearm and be proficient in its use. Further, must be knowledgeable in the area of use of force, demonstrating appropriate use as prescribed in department policy.

This classification consists of two alternate ranges; and as incumbent advances within the classification's ranges, their law enforcement responsibilities are expected to be more complex and require broader knowledge and application of investigative techniques and procedures. More advanced incumbents will train and lead staff in the performance of field investigations and conduct the more complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to approximately 60% in-state travel is required, driving for extended lengths of time.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: CA POST Certificate
- Other:
 - Psychological Evaluation Requirement/Clearance;
 - Meet CA POST requirements and demonstrate quarterly peace officer proficiencies:
 - The position requires successful completion of the CA POST; Certified Basic Peace Officer Training Course (basic academy).
 - The incumbent is required to meet CA POST requirements for Continued Professional Training (CPT), attend, participate, and successfully complete CA POST certified and/or FDB mandated training courses, including but not limited to, weapons qualifications and defensive tactics training, as well as training required by the Department.
 - Transport or move items (weight up to 50 pounds); climb stairs and ladders; work in extreme temperatures and on hazardous surfaces; transport investigation and safety equipment, evidence/sample kits, and records.

Essential Functions (including percentage of time)

- 40% Conducts comprehensive criminal/civil investigations of individuals and firms suspected of fraud and/or crimes against public health and safety. Comprehensive investigations include: gathering evidence as prescribed by law; interviewing/interrogating witnesses and suspects; developing investigation plans; developing operational plans and safely executing them; conducting surveillance and covert activities including undercover work; preparing detailed reports and

making recommendations based on state and federal laws/regulations; preparing and executing search warrants, inspection warrants, arrest warrants, and subpoenas; and testifying in court or administrative proceedings. Effectively enforces all applicable laws and regulations pertaining to the advertising, labeling, production, storage, distribution, and the otherwise handling of human food, dietary supplements, processed pet food, and canneries in the State of California. Prevents adulterated, misbranded, and falsely advertised products from being received into commerce and/or from being sold outside the legal distribution chain. Investigates consumer complaints that can lead to injury, illness, or death. Performs special investigational projects as assigned. Responds to public health emergencies involving products regulated by FDB.

- 35% Prepares criminal, civil, or administrative cases for referral to the Office of Legal Services and/or local City or County District Attorney, State Attorney General, or Federal U.S. Attorney Offices. Issues citations and Notice of Violations and levies embargoes and restraining orders. Monitors and verifies corrective actions for repeat offenders or firms on criminal probation. Maintains knowledge and expertise in regulatory compliance investigations. Prepares and submits timely and accurate time and activity reports. Prepares complete and accurate narrative reports. Identifies and maintains facts, samples, and other evidence gathered during the course of assigned duties; maintains chain of custody. As assigned, provides field training to other Investigators.
- 10% Prepares, maintains, and provides information and educational outreach to industry, the public, and to other agencies regarding current food laws, FDB enforcement activities and corrective actions, and related public health issues. Works cooperatively with industry and collaboratively with other public health protection agencies. Assists in multiagency investigations and task forces and provides assistance to other law enforcement officers. Participates in ongoing office safety trainings.
- 5% Prepares draft regulatory correspondences and surveys, and contributes to the development of programmatic field operational procedures and policies.
- 5% Maintains laptop computer and field test equipment, state-issued vehicles, department-issued firearm, and related officer safety equipment; state-issued cellular phone; inspectional and investigational equipment including camera, digital voice recorders, etc.; sampling equipment and containers; and personal/officer safety equipment.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Skip Thomas

Date: 11/2/2023