

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification C.E.A C	Working Title Chief
Employee Name	Position Number 799-102-7500-001
Project/Division Name Office of Law Enforcement Support	Supervisor's Name Christine Allen
Section/Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification Exempt – Director
Physical Work Location 1215 O Street, Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations         </div> <div> <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>The Chief of the California Health and Human Services Agency's (CalHHS) Office of Law Enforcement Support (OLES) is a sworn peace officer in accordance with California Penal Code Section 830.3(v).</p> <p>Under the general direction of the Director of OLES and in accordance with Welfare and Institutions Code Sections 4023.6-8, the Chief analyzes and coordinates statewide public safety and law enforcement operations for the OLES under the jurisdiction of CalHHS. The Chief manages and directs law enforcement activities of the OLES pertaining to investigations of employee misconduct conducted by the Offices of Protective Services within the Department of State Hospitals (DSH) and the Department of Developmental Services (DDS).</p> <p>In collaboration with the OLES Director and Assistant Chief Counsel, the Chief participates in the production of a Semi-Annual Report detailing the status of all investigations statewide, identifying trends, and directing recommendations for policy and procedural changes to the Governor and the Legislature. The Chief is responsible for assessing the training systems of DSH and DDS to ensure best practices for the safety and well-being of staff, patients, and residents.</p>	
Percentage of Duties	Essential Functions
30%	Serves as the principal advisor to the Director, Undersecretary, and Secretary, and other senior CalHHS staff on law enforcement matters. Responsible for directing the work of the OLES staff regarding intake, conducting investigations, assisting with monitoring and contemporaneous oversight of investigations conducted by DSH and DDS, and issuing a report to the Governor and the Legislature summarizing the investigations OLES conducted and its oversight of employee misconduct investigations conducted in DSH and DDS facilities.
15%	Provides executive-level expertise through assessment and recommendation regarding development, implementation, and review of law enforcement policies and procedures to ensure that operational practices provide for the safety of all employees, patients, and residents of the state hospitals and developmental centers.
15%	Provides executive-level oversight of DSH and DDS regarding the adequacy of DSH and DDS systems for tracking patterns and monitoring investigation outcomes and compliance with training requirements to ensure on-going competency is achieved and maintained for all law enforcement ranks.

10%	Maintains liaison with CalHHS, DSH, and DDS executive staff in the review of adverse actions and miscellaneous investigations involving serious employee misconduct within DSH and DDS; provides recommendations to department executive staff on appropriate disciplinary penalty levels; publicly reports on departments' agreeance; serves as a CHHS subject matter expert on matters related to internal administrative and criminal investigations, adverse actions, applicable laws and policies, inconsistent and incompatible activities, citizens' complaints, and discipline.
10%	Directs the creation of CalHHS policy affecting employee investigations, discipline, and misconduct dispositions within DSH and DDS in consultation with executive-level management of the Association of Regional Center Agencies and other advocacy groups.
10%	Directs various administrative functions within OLES including personnel, recruitment, hiring, budget, legislation, and other employee-related functions. Reviews budgets and budget change proposals; plans and oversees the annual budget preparation process; reviews and comments on legislation with impact on OLES activities and issues affecting the law enforcement branches of DSH and DDS. Consults with executive-level staff from various state, county, and local law enforcement entities to improve the delivery of public safety services for DSH and DDS.
5%	Consults with high-level managerial staff from the Department of Finance, the Legislative Analyst's Office, and legislative budget committees on fiscal matters relating to the OLES.
5%	Maintains liaison with executive management from outside agencies, such as the State Attorney General's Office, county district attorneys, labor unions, other state agencies and departments, and allied law enforcement agencies. Continues membership and participates in professional law enforcement organizations and associations.

#### 4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

#### 5. SUPERVISION

The Chief provides leadership and direction to sworn members of the OLES Investigation Unit, civilian members of the Intake & Analysis Unit, and other functional areas of OLES, as assigned.

#### 6. SIGNATURES

##### Employee's Statement:

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.

Employee's Name (Print)

Employee's Signature

Date

##### Supervisor's Statement:

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Name (Print)

#### 7. HRD USE ONLY

Human Resources Division Approval

<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
<p><b>Reasonable Accommodation Unit use ONLY</b> (<i>completed after appointment, if needed</i>)</p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made:  <i>Click here to enter text.</i></p>		

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
  - PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE