

DUTY STATEMENT

Employee Name:	Position Number: 580-XXX-8610-XXX
Classification: Investigator	Tenure/Time Base: Permanent / Full-Time
Working Title: Food and Drug Investigator	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Drug and Medical Device Compliance and Enforcement Section / Investigations and Enforcement Unit

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 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.

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; as the 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.

The incumbent works under the general direction of the Supervising Food and Drug Investigator in the Food and Drug Branch (FDB), Drug and Medical Device Compliance and Enforcement Section (DMDCES), Investigations & Enforcement Unit (IEU).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 60% in-state travel is required, which may include overnight stay(s).
- ☐ 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, 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 health 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 drugs and medical devices in the State of California. Prevents unapproved new drugs and medical devices from being received into commerce and/or from being sold outside the normal or legal distribution chain. Investigates medical or consumer product failures 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% Issues citations and Notices of Violation and levies embargoes and restraining orders. 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. Monitors and verifies corrective actions for repeat offenders or firms on criminal probation. Maintains knowledge and expertise in regulatory compliance investigations.

- 10% Prepares, maintains, and provides information and educational outreach to industry, the public, and to other agencies regarding current drug and medical device 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 multi-agency investigations and task forces and provides assistance to other law enforcement officers.

- 5% Prepares draft regulatory correspondences and surveys, and contributes to the development of programmatic field operational procedures and policies.

- 5% Maintains state issued equipment (laptop, state vehicle, mobile phone, etc.) and officer safety equipment (firearm, OC, handcuffs, etc.).

Regions

Region	Counties	Available Headquarter Locations
Region I	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Region III	Fresno, Kings, Madera, Mariposa, Merced, Tulare, Kern	Fresno

Marginal Functions (including percentage of time)
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5% Performs other Investigator job-related duties as required.

☐ 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: Katelyn Gomez	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 08/29/2025