



☐ Current
☒ Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Investigator	Working Title
Employee Name	Position Number 799-102-8610-XXX
Project/Division Name Office of Law Enforcement Support	Supervisor's Name James Hoehn
Section/Unit Investigations Unit	Supervisor's Classification Supervising Special Investigator I
Physical Work Location 1215 O Street, Sacramento, CA 95814	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☒ Requires Fingerprinting & Background Check ☒ May be Required to Work in Multiple Locations ☒ Other (<i>specify below in Description</i>) 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.): This is a sworn peace officer position that is based in Sacramento but requires travel to various locations in California.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
OLES Mission and Vision Our Vision: To be the premier investigative and legal monitoring resource, driving improvement and instilling accountability at the Department of State Hospitals and the Department of Developmental Services. Our Mission: Ensuring the safety and security of patients and residents within California's state hospitals and developmental centers through contemporaneous oversight, investigations and collaborative partnerships to achieve systemic improvements in policies, procedures and partnerships. General Statement Under the supervision of the Supervising Special Investigator I (SSI I) or designee, the investigator is responsible for investigating criminal and administrative cases of employee misconduct at the Department of State Hospitals (DSH) and the Department of Developmental Services (DDS), to ensure that laws, proper policies, and protocols are followed. The investigator must be organized and adept at utilizing law enforcement and other databases to obtain police reports, court documents, departmental records, medical reports, and other documents. The investigator will prepare reports on all assigned cases, knowing that OLES and/or the respective Department may take legal action based on evidence obtained. The investigator must perform the full range of peace officer duties and responsibilities in accordance with the California Penal Code, Section 830.3(v).	
Percentage of Duties	Essential Functions
40%	Conduct confidential complex, critical, and sensitive statewide criminal and administrative investigations of alleged misconduct by DSH and DDS employees suspected of violating laws, rules, policies or regulations (e.g., death, sexual assault, assault with a deadly weapon, or any other act of abuse, neglect, or misconduct involving clients and patients within DSH and DDS). Develop and safely execute operational and investigative plans. Conduct interviews with those who may be victims, witnesses, collateral sources, members of law enforcement agencies, and others involved in the investigation of egregious acts. May be required to

	perform undercover assignments, make arrests, or assist allied law enforcement agencies with the approval of the SSI I, II, Chief, or Director of OLES. May act as lead investigator on complex cases with multiple investigators assigned, and/or assist with other investigators as needed. Consult with, update, and take direction from the SSI I or higher authority of OLES..
30%	Analyze and evaluate laws and policies that may have been violated and ensure each allegation has been thoroughly investigated. Write detailed and thorough administrative and criminal investigative reports that may include accurate descriptions of the allegations, statements, evidence, aggravating and mitigating factors, Statements of Facts, and other relevant information. . Prepare and compile reports and documents needed for administrative hearings and court proceedings. Additional document preparation may include search warrants, arrest warrants, affidavits, bulletins, and other documents.
20%	Work collaboratively with department management and staff, allied law enforcement personnel, city/district attorneys, OLES staff attorneys, and others. Investigators are expected to testify as expert witnesses in State and Federal courts, and administrative hearings. Investigators must be available for statewide travel and to work extended/unusual hours, sometimes on short notice. May be required to perform other essential duties as assigned, including the onboarding and training of coworkers and new employees.
<i>Marginal Functions</i> 10%	Maintain professional, collaborative, and effective work relationships; follow and adhere to Agency and OLES policies; maintain internal and external communications with courtesy, respect, and sensitivity.

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: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: Required to perform all essential duties of a California peace officer.	
Type of Environment: a. High Rise b. Cubiclec. State Hospital and Developmental Center facilities, etc.	
Interaction with Public: a. Frequent interaction with DSH & DDS staff, patients, residents, etc. .	

5. SUPERVISION RECEIVED

The Investigator reports directly to the SSI I, with oversight of the Chief and/or Director of OLES.

6. SUPERVISION

None

7. REQUIRED QUALIFICATIONS

- Incumbent must be able to work independently and with minimal direct supervision. Incumbent must be able to work closely with remote-based supervisors and document all time accurately within the OLES case management system.
- Incumbent must possess and maintain a Basic POST Certificate and maintain all required training requirements, including OLES firearms qualifications and all POST-mandated courses.
- Prior to appointment, the incumbent is required to successfully complete all components of a POST peace officer background investigation.
- Statewide travel by motor vehicle or commercial airline is be required.
- Must possess and maintain a valid California driver license.

8. SIGNATURES

Employee's Statement:

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.) *A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.		
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)		
Supervisor's Signature		Date
Chief's Signature (Print)		
Chief's Signature		Date
9. HRD USE ONLY		
Human Resources Division Approval		
☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**** 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