

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervising Special Investigator I

POSITION NUMBER:

800-818-8548-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Community Care Licensing Division

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Investigations Branch

SUPERVISOR'S NAME:

Ricardo Hernandez

SUPERVISOR'S CLASS:

Supervising Special Investigator II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☒ Other (Explain below)

Appointment of the candidate is subject to criminal record clearance, passing the background check in accordance with POST guidelines, and passing the Peace Officers Standard Training. State Personnel Board psychological and medical evaluations are required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

6

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

CONCEPT OF POSITION:

The Supervising Special Investigator I, in the Investigations Branch, is responsible for the accurate, timely, and effective completion of investigations to detect or verify violations of rules, regulations, or laws applicable to the licensing of community care facilities designed to ensure the well-being of clients served by these facilities through the supervision of investigators.

A. RESPONSIBILITIES OF POSITION:

- 20% Directs and oversees investigations through the development of approved uniform investigative procedures complying with CDSS policy and all laws and regulations protecting policy as well as, protecting individual rights. Also ensures that staff are following the Investigations Branch Policy and Procedures Manual.
- 20% Provides technical assistance to investigators as necessary to ensure the timely and accurate conclusion of investigations. Ensures that new investigators are trained through the Investigations Branch Field Training Program and that continuing professional training hours are being met during the 24 month cycle required by the Peace Officer Standards and Training mandates.
- 20% Trains, plans, organizes and directs the work of staff. Organizes staff assignments in the unit for maximum effectiveness. Ensures that investigator caseloads are balanced and equal. Maintains monthly statistics on each investigator's production and backlog and provides monthly unit statistics to the Assistant Chief.
- 15% Plans unit objectives to meet the goals of the Division, the Department, and the State of California by ensuring all assignments and cases are conducted timely and are investigated thoroughly and promptly.
- 10% Apprises the Supervising Special Investigator II of the status of all investigations and unit performance in meeting objectives in support of CDSS goals and policies and all high profile and media cases so that information is readily available to provide the administration.
- 05% Develops staff development plans which ensure necessary skills and career opportunities commensurate with staff abilities. Cross training with other investigative units and lead assignments are examples of development plans to assist with the development of staff. Acts in a lead capacity in the absence of his/her supervisor on request. This would require keeping the Chief informed of high profile or serious investigations across the state and providing written reports and statistical information.
- 05% Make recommendations to the Supervising Special Investigator II on staff appointments through participating in the recruitment, interviewing and hiring process. Also make recommendations regarding disciplinary actions, and promotions.
- 05% Other duties as required.

B. SUPERVISION RECEIVED:

The Supervising Special Investigator I reports directly to, and receives direction from the Supervising Special Investigator II.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervising Special Investigator I is responsible for supervising and overseeing unit investigative activities through the development of investigative procedures, personnel practices, workload standards, and operating procedures. He/she is responsible for training and supervising investigators assigned to the Branch.

D. PERSONAL CONTACTS:

In his/her role, the Supervising Special Investigator I, has frequent contact with Investigations Branch staff and local law enforcement officials. He/she has less frequent contact with CDSS upper management, and other state agencies. He/she may be required to appear as an expert witness and management representative of the CDSS in legal proceedings necessary to protect clients of community care facilities.

E. ACTIONS AND CONSEQUENCES:

The Supervising Special Investigator I exercises judgment regarding the pursuit of investigations, consultation with CDSS staff and county licensing staff, contacts with law enforcement agencies, and communication with management and other state agencies. Lack of judgment in these areas could result in reduced effectiveness of the community care licensing function and a reduced capacity to fully protect clients of community care facilities from harmful acts or events.

F. OTHER INFORMATION:

The Supervising Special Investigator I must be able to drive an automobile and travel by other means of transportation to supply on-site supervision to unit staff and maintain effective work relations within the CDSS, with local agencies, and with other state departments.

Technical, investigative, personnel supervision, planning, organization, and work scheduling skills are required. Training or experience in program management and procedure development are desirable.

Special personal characteristics include the ability and willingness to work irregular hours and overtime, personal tact and diplomacy, and objectivity in personal judgments and actions.