

**DEPARTMENT OF JUSTICE**  
**DIVISION OF LAW ENFORCEMENT**  
**BUREAU OF INVESTIGATION**  
**BAY AREA REGIONAL OFFICE**  
419-809-8523-XXX  
Vacant

**JOB TITLE:** Special Agent-in-Charge

**STATEMENT OF DUTIES:** Under the general supervision of the Assistant Bureau Director, the Special Agent-in-Charge (SAC) is assigned as the highest management level agent responsible for coordinating the operational and administrative activities of the various levels of staff and local, state, and/or federal law enforcement personnel. Manages and acts as a liaison with various departments and other state, local, and federal entities relative to the administrative and operational functions of the various Bureau of Investigation, Regional Offices. In addition, duties may include oversight for one or more of the following enforcement programs: Special Operations Unit (SOU), Inland Crackdown Allied (INCA) Task Force, Tax Recovery in the Underground Economy (TRUE) Task Force, Placer Special Investigation Unit (PSIU) Task Force, Eradication and Prevention of Illicit Cannabis (EPIC) Program, Controlled Chemical Substance Program (CCSP), Fentanyl Enforcement Program (FEP), White Collar Investigation Team (WCIT), Violent Crime Major Offender (VCMO) Program, Merced Area Gang and Narcotic Enforcement Team (MAGNET), High Impact Investigation Team (HIIT), Recycle Fraud Team (RFT), Organized Retail Criminal Enterprise (ORCE), Foreign Prosecution and Law Enforcement Unit (FPLEU), Human Trafficking and Sexual Predator Apprehension Team (HT SPAT), San Diego Human Trafficking Task Force (SD HTTF), Law Enforcement Intelligence Unit (LEIU), Northern California Regional Intelligence Center (NCRIC), and the Aviation Program.

**SUPERVISION RECEIVED:** Reports directly to the Assistant Bureau Director.

**SUPERVISION EXERCISED:** Provides coordination and supervision to Special Agent Supervisors, and Special Agents, as well as management and supervision of support staff. Coordinates the activities of various personnel from allied law enforcement agencies as required.

**TYPICAL PHYSICAL DEMANDS:** See attached, Essential Duties for Special Agents.

**TYPICAL WORKING CONDITIONS:** The SAC will work in a general office environment or in a field environment that may include remote crime scenes, harsh weather conditions, irregular hours, excess duty hours, and statewide travel.

## **ESSENTIAL FUNCTIONS:**

- 40% Plans, organizes, directs, and evaluates the operational needs of a regional office and one or more Bureau enforcement programs. Provides administrative and operational oversight of staff. Develops, maintains, and fosters operational liaisons with law enforcement agencies and management. Serves as a central point of contact for operational issues and concerns for training and equipment needs for areas under their authority. Makes recommendations as to project priority, equipment, allocation and redirection of resources and budgetary needs for a regional office and one or more Bureau enforcement programs. Plans, develops, and implements comprehensive policies and procedures relating to the operation of the enforcement programs under their immediate supervision. Ensures that fiscal and program integrity is maintained, and the appropriate support is provided to the programs under their supervision. Ensures the security, safekeeping, and proper distribution of evidence at a regional office and/or a related offsite location.
- 25% Serves as an active member of BI's Management Staff and participates in management planning sessions with respect to bureau programs and specifically to the programs under their supervision. Ensures the BI executive management is informed of the program workload and achievements. Provides a list of action items to the Assistant Bureau Director for review and follows up on inspection action items as needed. Represents the Bureau and Department at law enforcement and non-law enforcement meetings and public forums. Coordinates intelligence exchange with state, federal, local, and multi-jurisdictional agencies. Establishes and maintains lines of communication and liaisons with state and federal agencies during emergencies or similar critical cases.
- 20% Ensures compliance of laws, rules, special orders, memorandums, and policies by the Special Agent Supervisors, Special Agents, and professional staff under their purview. Maintains compliance of inspection reports for the regional office, and programs under their supervision. Ensures accuracy of Case Information Management System (CIMS) that contains information related to the investigation as well as case documents. The SAC will be responsible for the review and accuracy of the information within the system along with the Special Agent Supervisor.
- 10% Prepares staff evaluations, disciplines employees, and handles grievances as needed or directed. Reviews and authorizes expenditures of undercover funds and accounts for all expenditures.
- 5% Completes unanticipated and miscellaneous directives as assigned.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date