

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-661-8610-909</b>
Classification: Investigator	Tenure/Time Base: Permanent/Full-Time
Working Title: Investigator	Work Location: 850 Marina Bay Parkway, Bldg. P Richmond, CA 94804
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: Office of Youth Tobacco Enforcement /STAKE Unit – North / District 10 - Sacramento

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 action to protect 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; and as 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 (SFDI) in the Office of Youth Tobacco Enforcement (OYTE), Stop Tobacco Access to Kids Enforcement (STAKE) Unit – North, District 10 - Sacramento.

---

**Special Requirements**

---

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to approximately 60% in-state travel is required, driving for extended lengths of time.
- ☐ 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 OYTE 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)**

---

45% Participates in investigations of tobacco retail establishments throughout California to ensure

compliance of laws and/or regulations pertaining to restrictions on the sale of tobacco to persons under 21 years of age, and on advertising, marketing, and promotion of tobacco products. Activities include pre-surveillance and mapping of establishments (i.e. verifying the establishment is in business and sells tobacco products, contacting local police departments, briefing and debriefing of undercover decoy operatives of their role and actions to be taken during undercover investigations, etc.), performing surveillance during attempted buys, securing evidence obtained during investigations, and taking notes to be used to prepare investigative reports. Issues Notice of Violations. Travels daily to and from investigation sites; picks up and drops off sites of the decoys, offices, meetings, and training sessions.

- 15% Prepares investigative reports on the state-issued laptop for the above investigations and transmits the reports and associated electronic evidence (photographs, etc.) to the SFDI via computer modem. Meets with the Chief, Food and Drug Unit, SFDI, and other STAKE Unit staff to discuss compliance concerns; difficulties in electronic report transmittal; law enforcement protocols; and other issues dealing with tobacco investigations.
- 10% Provides STAKE program information to decoy operatives and their parents and educates them on undercover activities. Addresses any concerns regarding decoy's safety while they will be with the incumbent.
- 10% Acts as a liaison with the legal staff of CDPH's Office of Legal Services (OLS) to discuss cases requiring legal intervention (e.g. if a report submitted to OLS indicates a violation has occurred [i.e. tobacco sale to decoy operative], the investigator provides evidence such as photographs taken, tape recording, notes, etc.). Provides testimony at legal hearings or court actions as required.
- 10% Prepares and submits required monthly personnel records, vehicle activity reports, petty cash, and travel expense claims to the SFDI.

---

### **Marginal Functions (including percentage of time)**

---

- 5% Attends training on law enforcement issues, legal procedures, and surveillance techniques. Participates in required specialized and in-service training to improve job efficiency, as well as keeping abreast of technical changes and advancements. Attends statewide meetings.
- 5% Performs other work-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: <b>Ramon Bito</b>	Date	Employee's Name:	Date
---	------	------------------	------

Supervisor's Signature	Date	Employee's Signature	Date
------------------------	------	----------------------	------

**HRD Use Only:**

Approved By: Nathalia Klyn

Date: 12/19/2025