

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

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| <b>Classification Title:</b><br>Special Investigator       | <b>Branch/Division/Bureau:</b><br>Enforcement Branch/Investigation Division                                  |
| <b>Working Title:</b><br>Special Investigator              | <b>Office/Unit/Section/Geographic Location:</b><br>///Los Angeles (Commerce)                                 |
| <b>Position Number (13 Digit):</b><br>413-343-8612-015/016 | <b>Conflict of Interest Position:</b><br><input type="checkbox"/> NO <input checked="" type="checkbox"/> YES |
| <b>Employee Name:</b>                                      | <b>Effective Date:</b>   |

**BASIC FUNCTION:**

Under the general direction of the Supervising Special Investigator I – Non-Peace Officer (Supervising Investigator) or designee, incumbents perform insurance investigations relating to regulatory compliance and/or criminal investigations, including the enforcement of California and Federal laws related to the transaction of insurance. Some travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

**ESSENTIAL FUNCTIONS**

- 40%** Gathers evidence, including, but not limited to: insurance books, records, and related documents; computer files; bank documents; public, court, and other governmental records, pertaining to a crime or insurance code violation, to determine if a case has merit for criminal or administrative legal referral. Conducts interviews and/or interrogates witnesses, subjects, and other persons. Conducts interviews to develop and contact informants. Utilizes various state and federal databases (e.g., DMV, CLETS, Lexis-Nexis, various CDI information systems) to gather evidence and information related to their investigations. Appropriately collects and secures evidence to preserve the evidence chain of custody.
- 30%** Prepares detailed investigatory memorandums and reports of investigations utilizing Microsoft applications. Analyzes and organizes evidence obtained for relevance and use in the prosecution of cases. Submits/files cases with administrative and criminal prosecutors. Identifies and locates subjects. Coordinate service of process or arrests. Testifies in court.

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- 15%** Prepares and serves subpoenas and subpoena Duces Tecum. In criminal cases, prepares search warrant and arrest warrant affidavits. Executes search warrants on subjects suspected of criminal acts involving the business of insurance.
- 10%** Collaborates with local, state, and federal law enforcement on joint criminal and/or administrative investigations. Maintain investigative files in accordance with the Investigations Division policies and procedures. May act in a lead capacity over other investigators in larger investigations. Provides training, advice, assistance, and/or guidance to other investigators as assigned.

**MARGINAL DUTIES**

- 5%** When assigned, may act as the interim-supervisor when the Supervising Investigator is absent.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Moving up to 25 pounds is required.
- Possess a valid driver's license issued by the Department of Motor Vehicles and safely operate a motor vehicle.
- Must be able to work around firearms and law enforcement personnel.
- Must be able to work in a high-rise building.
- Keenness of observation.
- Work both indoors and outdoors.
- Good memory for names, faces, places, and incidents.
- Tact
- Appropriate dress according to the office environment.
- Eligible for telework in accordance with CDI's Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

**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 Health & Safety Analyst.)

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Employee Signature

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Date

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Print Name

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**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name