



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 8610 Investigator
Branch: General Administration	Working Title: Investigator
Unit: Deputy Director	Tenure/Timebase: Permanent Fulltime
Position City: Orange	Position County: Orange County
Position Number: 306-8610-008	CBID/Bargaining Unit: R07
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: Yes	Bilingual Language: Unknown
Sensitive Position: Yes	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date:

Direction Statement and General Description of Duties: In accordance with Penal Code Section 13651, the incumbent shall conduct their duties with an emphasis on community interaction and collaborative problem solving. Under the direction of the Supervising Investigator I and the Assistant Deputy Chief, conducts background investigations on non-sworn potential hire candidates for the Division.

Percentage and Essential/Marginal Functions:

30%	Meet / Interview (E) Meet with the candidate to review and ensure all required documents are complete. Research, verify, analyze, and document information involving a candidate's job and family histories to include interviewing family, friends, current or former
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	girlfriends/boyfriends, neighbors, employers, and coworkers.
20%	Court Order Review (E) Review, analyze, and document any marriage and/or dissolution records and any other court actions (small claims, bankruptcy, etc.) Interview ex-spouse(s) concerning alimony or child support payments and also any domestic violence issues. Document any reports of violence or domestic violence.
15%	Criminal Record Review (E) Request criminal history checks with local, state and federal agencies and request any appropriate court documents relating to criminal offenses. Investigate any criminal offenses and interview any persons involved with said criminal offenses, if warranted, including witnesses, victims, attorneys, and/or law enforcement personnel.
10%	Military Record Review (E) Verify military history through submitted documentation and contact with military personnel. Contact military personnel to review candidate's military file either in person or by phone to document any problems or concerns.
10%	Financial / Transcript Review (E) Conduct financial checks by reviewing and analyzing reports on candidate's credit cards, bills, banking, loans, liens, and mortgage history. Review and verify school/college/training certificates and transcripts.
10%	Investigative Reports (E) Review prior background investigation reports on candidate conducted by current or prior employers. Conduct a secondary interview with candidate, if necessary, to discuss any discrepancies or issues of concerns that have developed during the background investigation. Apprise the Supervisor of any pertinent issues as they arise during the investigation. Prepare a background investigation report on each candidate concerning the investigative analyses and findings for management to review.
5%	Conducting Investigations (E) Conducts complex and sensitive confidential investigations, relating to internal security, employee misconduct, document integrity, public funds, and other sensitive and confidential matters. Service warrants of arrest, conducts search warrants, and testifies as State's witness in criminal proceedings. Serves as liaison between other state and



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	federal agencies in gathering, exchanges, and dissemination of investigative data. Prepares prosecution summaries and administrative accusations, files complaints with the Attorney General, District Attorneys and Department Attorneys for criminal or administrative proceedings. Perform other duties as required.
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Supervision Received: The Investigator works under the direction of the Supervising Investigator I, but may receive direction from the Supervising Investigator II, Deputy Chief, or Chief.

Supervision Exercised and Staff Numbers: Does not provide supervision to others but may assist as a lead or mentor guiding other staff in completing tasks.

Physical Requirements: Work both indoors and outdoors. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. May occasionally be exposed to toxic materials or chemicals. While driving, the employee is exposed to dust and fumes. Exposed to gun powder and fumes during quarterly weapons qualifications and periodic tear gas training. May be exposed to crisis/trauma situations.

Special Requirements: The employee must possess or have corrected to possess best visual acuity in each eye. All employees must be able to hear the conversational voice. Must meet POST medical and psychological requirements. Knowledge of Law Enforcement principle, investigative ability, written and verbal communication.

Personal Contacts: Will interact with departmental staff as well as the public by phone, email, in person, and mail as needed. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

306-8610-008

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE