



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 8483 Deputy Chief, Investigations and Enforcement, Department of Consumer Affairs
Branch: Investigations Branch	Working Title: Deputy Chief - Investigations Branch, Region I
Unit: Investigations Branch Reg I	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 348-8483-002	CBID/Bargaining Unit: M07
<p>Conflict of Interest Classification: Yes</p> <p>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.</p>	
Medical Evaluation: Yes	Bilingual Language: Unknown
Sensitive Position: Yes	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Effective Date: 02/18/2026

Direction Statement and General Description of Duties: Pursuant to and under authorization of Vehicle Code section 1655 and Penal Code section 830.3, and under the general direction of the Chief (Deputy Director), Investigations Division (INV), the Deputy Chief has direct responsibility for the day-to-day operation of the Division's investigative efforts.	
Percentage and Essential/Marginal Functions:	
45%	Regional Oversight (E)



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	<p>Directs subordinate sworn Area Commanders (Supervising Investigator IIs) in planning, organizing, directing, controlling and evaluating all investigative efforts under their geographic area of responsibility. Evaluates performance of staff and takes or recommends appropriate action. Develops and implements staffing plans for the field investigations program to achieve optimum resource utilization and attainment of the Department's Strategic Plan and Division objectives. Ensures that priority services of the Department continue, and keeps management fully apprised of events in a timely manner. Assists in formulating the Branch budget and makes recommendations to the Chief. Directs the Division's Area Commanders in the administration of budget, equipment, facilities, geographic staffing and planning in order to meet operating requirements, implements training and personnel programs in the division. Assists in gathering information and statistics for fiscal and budgetary control.</p>
25%	<p>Policy and Procedure (E)</p> <p>Advises and assists the Chief in the development of Division policy and procedures related to investigations and compliance. Assists the Chief in the maintenance of departmental policies and procedures. Confers with attorneys and administrators on problems requiring policy decisions and legal opinions. Establishes procedures to maintain uniform application and interpretation of the laws, rules, and regulations of the Department. Establish uniform standards for statewide consistency in investigations and inspections, including techniques, procedures and controls.</p>
15%	<p>Divisional Representative (E)</p> <p>Represents the Chief at formal and informal hearings and public meetings. Represents the Division at conferences, meetings, seminars, and panel discussions. Develops and maintains cooperative working relationships. Develops and maintains relationships with the legislature, governmental and law enforcement agencies.</p>
10%	<p>Task Force Coordinator (E)</p> <p>Coordinates investigative and inspection programs with executive management and organizations affected by the laws administered by the Department.</p>
5%	<p>Other Duties (M)</p> <p>Acts for the Chief in his/her absence. Performs other job-related duties as required.</p>



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Supervision Received: Receives direction from the Deputy Director (Chief).
Supervision Exercised and Staff Numbers: Responsible for giving direction to three Supervising Investigator IIs (Area Commanders), an Staff Services Analyst, and may give direction 8-10 Supervising Investigator Is (District Supervisors), and Office Technicians (Typing).
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.
Personal Contacts: Will interact with all levels of 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.)

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



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE