

Classification Title: Supervising Fraud Investigator II	Branch/Division/Bureau: Enforcement Branch/Fraud Division
Working Title: Captain	Office/Unit/Section/Geographic Location: Northern Region RO Operations and Training/Headquarters
Position Number (13 Digit): 413-189-7542-003	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Deputy Chief, Northern Region RO Operations and Training, the Supervising Fraud Investigator II, Training, receives assignments requiring expertise as a peace officer that cover a wide range of subjects related to Enforcement Branch Training. This position directly supervises two Supervising Fraud Investigator I's and a Staff Services Manager I. The incumbent develops and implements an annual Enforcement Branch training plan; consults with managers and supervisors to identify and develop training programs to meet identified needs; administers the peace officer's training program to ensure compliance with the mandates of the Commission on Peace Officers Standards and Training (POST) and bargaining unit contract requirements; oversees the Enforcement Tactics Training Unit (ETTU), which provides instruction for quarterly firearms training and qualifications, arrest and control, impact munitions, conducted electrical weapons (Taser), baton, pepper spray, building entry, Tactical Communication, and First Aid/CPR courses in accordance with Peace Officers Standards and Training (POST); and administers the Basic Investigator Course (BIC). The position will also oversee the Field Training Officer (FTO) Program and Field Training Investigator (FTI) Program. This position ensures the Enforcement Branch Manual is kept up-to-date. 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 as a peace officer. The incumbent must qualify at quarterly weapon qualifications and meet all Peace Officers Standards and Training (POST) requirements.

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

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

- 35%** Oversees the day-to-day operations of the Enforcement Branch Training, including the planning, organizing and directing of the Enforcement Tactics Training Unit (ETTU), the Enforcement Branch Training Unit and FTO/FTI Programs. Evaluates, monitors, and prepares performance appraisals for subordinate staff using performance standards. Ensures enforcement of labor contracts and equal employment opportunity and confers and coordinates with appropriate departmental staff. Resolves conflict, including discipline and grievances. Sets and monitors goals, objectives, and priorities for the Training Units to conform to Departmental and Branch missions and needs.
- 30%** Ensures, through a review of the Branch training database and the POST Compliance Report that all mandatory POST training is completed as required for Branch sworn peace officer staff. Oversees the ETTU, which provides instruction for quarterly firearms training and qualifications, arrest and control, impact munitions, conducted electrical weapons (Taser), baton, pepper spray, building entry, Tactical Communication, and First Aid/CPR courses in accordance with POST as well as FTO staff.
- 20%** Oversees the Basic Investigator Course (BIC) and any other in-house training facilitated by the EBHQ Training Unit. Advises Deputy Commissioner and Deputy Chiefs when POST compliance problems are discovered. Manages and assists in the development and implementation of the training plan and training plan budget for Enforcement Branch staff, both sworn and non-sworn. Ensures all Enforcement Branch staff participate in any required CDI courses.
- 10%** Assists in ensuring support is provided to the Enforcement Branch's Computer Forensics Team (CFT) and Forensic Services Unit (FSU). Provides guidance and direction, and reviews work product.

MARGINAL FUNCTIONS

- 5%** Acts as a liaison when representing the Department, Branch, or Division before allied law enforcement, State and Federal prosecutors, and insurance industry groups; appears as a speaker before law enforcement, and public and insurance industry groups.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms
- Must be able to work in a high-rise building
- Good health, sound physical condition, and free from any physical or mental condition that would interfere with performance of duties
- Effective use of both hands
- Strength, endurance, and agility
- Emotional stability
- Normal hearing or hearing corrected to normal
- Normal vision or vision corrected to normal

- Weight proportional to age and height
- Successfully qualify at quarterly weapon qualifications and meet all POST requirements
- Possess a valid driver's license issued by the Department of Motor Vehicles and shall safely operate a motor vehicle.
- 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.
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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.)

Employee Signature

Date

Printed Name

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