

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-XXX-9036-909
Classification: Supervising Food and Drug Investigator	Tenure/Time Base: Permanent / Full-Time
Working Title: Supervising Investigator	Work Location: Various locations are available. Location to be determined upon hire.
Collective Bargaining Unit: S07	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 20 - Richmond

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 risks.

The Supervising Food and Drug Investigator supervises and trains staff to conduct extensive and complex investigations; initiates enforcement action to protect public health; oversees educational outreach; leads planning, evaluation, and quality improvement as part of a team; maintains technical proficiency; and works cooperatively with industry and government agencies.

This position is designated as peace officer under 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 comply with the California Commission on Peace Officer Standards and Training (CA POST). During the course of their employment, incumbents are required to carry a firearm and be proficient in its use. They must also be knowledgeable in the use of force, and demonstrate appropriate application as prescribed in department policy.

The incumbent works under the general direction of the Chief, Food and Drug Unit (Unit Chief) in the Office of Youth Tobacco Enforcement (OYTE), Stop Tobacco Access to Kids Enforcement (STAKE) Unit – North.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to approximately 30% in-state travel is required, which may include overnight stay(s).
- 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 proficiency:
 - 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)

- 40% Supervises and directs tobacco retailer compliance checks and other investigation activities to ensure compliance with laws and regulations pertaining to restrictions on the sale of tobacco to persons under 21 years of age, on the advertising, marketing, and promotion of tobacco products, and to ensure flavored tobacco products are not being sold in California. Plans, organizes, assigns, schedules operations, and reviews Investigator reports and supporting documents to ensure conformance with guidelines and standards. Supervises and trains Investigators to ensure staff conduct effective undercover investigations and enforcement actions. Periodically evaluates and provides feedback on staff performance. Reviews and approves staff's monthly personnel records, purchase fund reimbursements, and travel expense claims.

- 25% Works with the Unit Chief to develop statewide strategic plans and training and set activity priorities to achieve the goals and objectives of OYTE. Participates in planning and coordinating training and development activities.
- 15% Provides direction, training, and security during an investigative team operation and for undercover operatives when safety is a concern or when operations are highly technical or complex.
- 10% Serves as the local contact for police departments, contracting agencies, local prosecutors, and other agencies to coordinate and facilitate STAKE and Flavored Tobacco Ban investigations.
- 5% Temporarily serves as a field investigator when staff are on leave or when additional field staff are needed to conduct tobacco retailer compliance checks.

Regions

Region	Counties	Available Headquarter Locations
Region I	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.	Contra Costa
Region II	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, and Yolo.	Sacramento
Region III	Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Tulare, and Kern.	Fresno

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

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: Amir Javed	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn
Date: 04/30/2026