



POSITION DUTY STATEMENT

<b>Division:</b> Investigations Division	<b>Classification Title:</b> 8539 Supervising Investigator I
<b>Branch:</b> General Administration	<b>Working Title:</b> Supervising Investigator I
<b>Unit:</b> Deputy Director	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> Sacramento	<b>Position County:</b> Sacramento County
<b>Position Number:</b> 306-8539-004	<b>CBID/Bargaining Unit:</b> S07
<p><b>Conflict of Interest Classification:</b> No</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>	
<b>Medical Evaluation:</b> Yes	<b>Bilingual Language:</b> Unknown
<b>Sensitive Position:</b> Yes	<b>DMV Employee Pull Notice:</b> No
<b>Fingerprint/Live Scan:</b> Yes	<b>Professional License:</b> No
<b>Work Week Group:</b> E	<b>Effective Date:</b> 02/09/2026

<p><b>Direction Statement and General Description of Duties:</b> The Supervising Investigator I (SI I) supports the Chief of Investigations/Deputy Director, Assistant Division Chief. The SI I will be assigned to headquarters to assist management with planning, developing, and directing of several key components of the investigative programs, including oversight of sworn and non-sworn staff, while performing the following duties:</p>	
<p><b>Percentage and Essential/Marginal Functions:</b></p>	
40%	<p><b>Reviews/Edits/Approves Reports and is the LAD Liaison (E)</b></p> <p>Directs, organizes, supervises, coordinates, and evaluates the activities of analytical and investigative staff members. Collaborates with the Legal Affairs Division (LAD) on review</p>



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	<p>and revision of cases filed with the LAD for Administrative Action. Ensures staff have completed required edits and revisions requested by LAD personnel. Oversees areas of improvement for division personnel and works with training staff to make sure training programs are updated to reflect current laws/policies/requirements. Meets regularly with LAD personnel as well as division staff regarding specific case needs. Oversees electronic report files, assists in preparation of training curriculum for division staff. Supervises staff with complex special assignments and/or reports concerning policies and/or procedures that relate to the Occupational Licensee Enforcement program by providing research or supporting documentation to include appropriate legal statutes, Department/Division policies, other law enforcement agency practices, costing, statistics, recommendations, etc.</p>
30%	<p><b>Law Enforcement Training Sergeant (E)</b></p> <p>This law enforcement centric position is the divisions Range and Defensive Tactics (DETAC) administrator; responsible for directing the activities of the Division Range (law enforcement firearms) Master and the Divisional DETAC Coordinator. Develops law enforcement training curriculum to ensure compliance as it relates to the following perishable skills programs: Firearms, DETAC, and Use of Force program requirements. Represent law enforcement among district attorneys and other programs. Develop a team statewide to capture results, to improve processes for presentation to the divisions sworn personnel. Ensures sworn staff have completed the required quarterly training for Firearms and Defensive Tactics program while ensuring the proper reporting for these programs. Works with divisional instructors to coordinate date and resources for Firearms Training and Defensive Tactics Programs. Is responsible for the development and maintenance of the Division's Investigator Orientation Course, Field Training Officer Program, and the Fraud Document Detection Program. Completes or assists staff with complex special assignments and/or reports concerning policies and/or procedures related to the perishable skills program by providing research or supporting documentation to include appropriate legal statutes, Department/Division policies, other law enforcement agency best practices, costing, statistics, recommendations, etc. As the Training Committee Coordinator, ensures the department's training program is effective. Act as the point of contact for all in-house training contacts. Collaborates with divisional instructors to strategically address training needs for the department. Edits and presents training material for use by divisional representatives. Establishes and maintains contacts with representatives of various law enforcement agencies, training locations, and learning institutions to ensure the department has a variety of locations available for training. Network with other state departments and outside Subject Matter Experts (SME) to identify and implement innovative training solutions. Attend all training state forums and industry related meetings; provide notes to other staff members.</p>
10%	



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	<p><b>Standards and Compliance Liaison (E)</b></p> <p>Acts as a Subject Matter Expert and contributor for the Division's Policy and Procedure Team to ensure that the policy and procedures are relevant to sworn program. Acts in a law enforcement capacity as a liaison with Peace Officer Standards and Training (POST) Commission to ensure divisional compliance with legislative mandates and peace officer requirements.</p>
5%	<p><b>Personnel Management (E)</b></p> <p>Interview, select, hire train Complain and Special Projects Section personnel for their subsequent development and progress.</p>
5%	<p><b>Data Analytics/Divisional Performance (E)</b></p> <p>Collaborate with Data Forensics Team to develop new data models utilizing INV data for prediction of potential illegal activities as related to divisional benchmarks and performance measures.</p>
5%	<p><b>Emergency Response (E)</b></p> <p>Respond to emergency requests for assistance, render first aid as necessary, act as a liaison with allied agencies during critical incidents</p>
5%	<p><b>Other Duties as Required (M)</b></p> <p>Perform other duties as required</p>

<p><b>Supervision Received:</b> The Supervising Investigator I works under supervision of the Deputy Chief, and may receive guidance from the Chief.</p>
<p><b>Supervision Exercised and Staff Numbers:</b> Responsible for the supervision of 5 personnel; 3 Investigators and 2 Supervisor I's.</p>
<p><b>Physical Requirements:</b> Requires prolonged sitting and use of a computer. Will stand and move in and around the office environment. Occasional lifting up to 20 pounds.</p>
<p><b>Special Requirements:</b> 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.</p>



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**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*

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE