

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Investigator

POSITION NUMBER:

800-817-8610-031

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Community Care Licensing Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Investigations Branch

SUPERVISOR'S NAME:

Jennifer Torres

SUPERVISOR'S CLASS:

Supervising Special Investigator I

**SPECIAL REQUIREMENTS OF POSITION** *(CHECK ALL THAT APPLY):*

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Appointment of the candidate is subject to criminal record clearance, passing the background check in accordance with POST guidelines, and passing the Peace Officers Standard Training. State Personnel Board psychological and medical evaluations are required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one):*

- None                       Supervisor                       Lead Person                       Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

**MISSION OF ORGANIZATIONAL UNIT:**

It is the mission of Community Care Licensing to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

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**CONCEPT OF POSITION:**

Under the general supervision of a Supervising Special Investigator I, the Investigator is responsible for conducting the most sensitive and complex investigative activities.

**A. RESPONSIBILITIES OF POSITION:**

- 40% Conduct complaint investigations related to allegations of physical abuse, sexual abuse, death and neglect by perpetrators owning, residing, or working in Community Care licensed facilities for children, adult, and the elderly. Conduct investigations of unlicensed operations. This includes interviewing fragile victims, witnesses, collateral sources, law enforcement, medical professionals, and forensic experts. Obtain police, hospital, court, and coroner reports. Review all interviews and records collected and conclude a finding for possible administrative or criminal action to remove the perpetrator from a community care facility.
- 20% Prepare and write complex investigative reports during the investigation, including monthly updated case status reports that are forwarded to the referring regional office in order to keep the Regional Office (RO) and legal consultant apprised of the investigation. A final report is written by the investigator at the conclusion of the investigation. This report is forwarded to the RO for possible administrative action. If the investigation has criminal elements, the investigator will refer the case to local law enforcement, district attorney and Department of Justice/BMFEA if applicable.
- 15% Provide assistance to department attorneys and/or district attorneys, in compliance with administrative or criminal prosecution. Complete Arrest Only assignments originating from CPMB. This may include task specific assignments, conducting interviews, finding witnesses, and obtaining records to strengthen a case for the Legal Division to move forward with an administrative action.
- 05% Conduct investigations to ensure registered sex offenders are not residing or working in Community Care facilities for the safety and welfare of clients in care. Based on monthly data information from the Department of Justice, investigator must investigate every registered sex offender's address that matches the address of a community care facility.
- 05% Conduct investigative training activities in a lead capacity over less experienced field investigators. Provide training and back-up to other investigators and department staff (LPA) when needed.
- 05% Conduct preemployment background investigations for hiring peace officer investigators. These investigations are conducted according to POST standards and audit approval. When the investigation is completed, a report is written following the POST job dimensions. The investigator must have completed a POST approved background investigations course.
- 05% Conduct internal affairs investigations of personnel with possible criminal behavior upon approval of the Chief of Investigations and CCLD Deputy. Utmost discretion is necessary. Time frames are important, especially if the employee is on administrative leave. Ongoing legal and administrative consultation will direct the course of the investigation. The Investigator must have completed a POST approved internal affairs course.
- 05% Other duties as required.

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B. SUPERVISION RECEIVED:

The Investigator receives direction form, and reports directly to, the Supervising Special Investigator I.

C. ADMINISTRATIVE RESPONSIBILITY:

The Investigator is responsible for submitting reports and expense claims to the Supervising Special Investigator I or designee.

D. PERSONAL CONTACTS:

The Investigator has frequent contact with the Supervising Special Investigator I, state/county licensing staff, community care facility operators, employees, and facility clients in the conduct of investigations. Frequent contact may also occur with less experienced Investigators that the Investigator leads in complex cases, legal representatives of the state/county and state/local law enforcement. The Investigator has contacts with the Regional Manager, and less frequently with other CDSS managers. He/she may be required to appear as an expert witness and representative of the Department in legal proceedings necessary to protect clients in community care facilities.

E. ACTIONS AND CONSEQUENCES:

As an Investigator responsible for specific cases and casework, he/she exercises judgment in all areas of an investigation. Lack of appropriate judgment may jeopardize investigative effectiveness and relations with other state, county, and private parties responsible for the health and safety of clients in community care facilities.

F. OTHER INFORMATION:

The Investigator must possess a valid driver's license and be able to travel to conduct investigative activities, maintain effective working relations with Departmental staff, other state departments and local agencies. Due to operational needs, the position requires the flexibility to work hours outside of a standard schedule as needed (i.e. nights, weekends).