

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial)		
DIVISION/UNIT Division of Licensure Enforcement / Investigations Unit	CLASS TITLE Special Investigator		

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the general supervision of the Supervising Special Investigator I, the Special Investigator will conduct independent investigations to include planning, organizing, report writing and conducting interviews, which may require traveling throughout the State of California.

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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40%

ESSENTIAL FUNCTIONS

Conduct independent complex administrative investigations regarding allegations of misconduct against credential holders and applicants utilizing comprehensive knowledge of education law and principles as well as the full array of investigative techniques and strategies; determines and develops an investigation plan; interviews witnesses and victims; prepares materials and Confidential Investigative Reports for the Committee of Credentials to review educators for potential administrative actions against credential holders and applicants. Prepare notices on behalf of the Committee of Credentials. Travel as necessary.

40%

Consult with and assist the Deputy Attorney Generals in the planning and prosecution of the Commission's most complex administrative investigations against credential holders and applicants awaiting an administrative hearing. Utilize comprehensive knowledge of education laws and investigative techniques to conduct field investigations. Examine a variety of case documents and files to develop an investigation plan; locate individuals under review, victims, witnesses, and others as necessary to determine facts regarding alleged violations of the Education Code or provisions of Federal, State, and/or local laws, rules or regulations. Conduct sensitive interviews with tact, discretion, and maintains appropriate confidentiality. Obtain facts and evidence from various sources and present as needed. Prepare affidavits, statements and detailed reports and evaluate for possible use in judicial proceedings. Testify in administrative hearings as necessary.

15%

Determines legal validity of complaints received by the CTC; evaluates nature of the response to the complaint utilizing comprehensive knowledge of educational law, and principles and practices in public and private education; monitors educators placed on probation with the CTC to ensure compliance with the terms and conditions established by the CTC's Order.

MARGINAL FUNCTIONS

5%

Attends agency and staff meeting. Participates in meetings with the Office of the Attorney General. Attends trainings as provided by the Agency.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- Rules and Regulations regarding teacher licensing and disciplinary practices in California.
- Investigation and interview techniques.
- Basic law enforcement principles.

Ability to:

- Organize and manage a caseload while following principles of effective time management.
- Prepare and write detailed/comprehensive investigative correspondence and reports.
- Interview and obtain written statements from complainants, respondents, and witnesses.
- Cultivate effective working relationships with individuals in all levels of government and the public sector.
- Multi-task and work under pressure.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Dependable and reliable, with excellent attendance.
- Work irregular hours, weekends and travel occasionally throughout the State of California.

DESIRABLE QUALIFICATIONS:

- Major in criminal justice, law enforcement, criminology, or business or public administration.
- Minor in criminal justice, law enforcement, criminology, business, or public administration with evidence that the following courses have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

SPECIAL PERSONAL CHARACTERISTICS:

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Work Environment:

Requires prolonged sitting, use of telephone and terminals, frequent contact with employees and some public contact. Requires mobility to various areas of the CTC and may require occasional travel throughout the state of California.

Physical Ability:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Mental Ability:

Ability to communicate clearly and tactfully; read and follow written and oral instructions, change tasks and work multiple tasks and assignments concurrently.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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PERSONAL CONTACTS:

Has daily contact with Commission management, staff, the public, various outside agencies, including schools and school districts.

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES:

Incumbent will have a high level of responsibility to assure the accuracy of highly confidential reports. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized person, and may result in adverse actions. The actions of the individual can and will affect the Commission public responsibility and the safety of the children of California.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE