



POSITION DUTY STATEMENT

<b>Division:</b> Investigations Division	<b>Classification Title:</b> 8540 Supervising Investigator II
<b>Branch:</b> Investigations Branch	<b>Working Title:</b> Area Commander
<b>Unit:</b> Northern Area Command	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> Sacramento	<b>Position County:</b> Sacramento County
<b>Position Number:</b> 316-8540-002	<b>CBID/Bargaining Unit:</b> S07
<p><b>Conflict of Interest Classification:</b> Yes</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> Yes
<b>Fingerprint/Live Scan:</b> Yes	<b>Professional License:</b> No
<b>Work Week Group:</b> E	<b>Date Approved:</b> 05/02/2018

<p><b>Direction Statement and General Description of Duties:</b> In accordance with Penal Code Section 13651, the incumbent shall conduct their duties with an emphasis on community interaction and collaborative problem solving. Pursuant to and under authorization of Vehicle Code section 1655 and Penal Code section 830.3, and under the direction of the Deputy Chief, Field Investigations Branch, the Supervising Investigator II, DMV, is responsible for the following:</p>	
<p><b>Percentage and Essential/Marginal Functions:</b></p>	
50%	<p><b>Area Management (E)</b></p> <p>Plans, organizes, directs, controls, coordinates, and evaluates the investigative program within a specified Area consisting various Districts. Supervises and directs confidential</p>



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	<p>and sensitive assignments as ordered by the Chief and/or Deputy Chief; initiates actions as required, including criminal, civil and administrative; effects arrests, searches, and other legal processes. Directs specific work plans for investigative operations within the Area. Coordinates difficult and complex investigations which require inter-area participation. Establishes and maintains liaison and, when necessary, commits personnel and equipment resources for multi-agency investigations and enforcement activities with state, federal, and local law enforcement agencies in matters of mutual interest.</p>
20%	<p><b>Office Administration (E)</b></p> <p>Assists the investigation district supervisors in budget, equipment, space, staff and planning; makes appropriate adjustments in workload priority and scheduling to meet budgeted and special commitments, deadlines and state standards. Makes recommendations to the Deputy Chief in matters pertaining to policies, procedures, budgeting, staffing allocations, training, and organizational structure.</p>
15%	<p><b>Succession Planning / EEO (E)</b></p> <p>Monitors staff development and succession planning efforts; provides rotational opportunities within practical limits of his/her geographical area; Assures that the Equal Employment Opportunity and Affirmative Action goals of the division are accomplished in a positive manner.</p>
10%	<p><b>Projects (E)</b></p> <p>Provides management oversight of the statewide Compliance Inspection Audit Program; directing targeted audit efforts, establishing due dates and reporting requirements; making presentations to the Executive Management Team. Provides project oversight on special assignments and projects; monitoring project progress, due dates and deliverables, providing 'point of contact' for monthly progress reporting.</p>
5%	<p><b>Other Duties (M)</b></p> <p>Acts of the Deputy Chief, as required. Performs other job-related duties as may be required.</p>

**Supervision Received:** The Area Commander is under direction of the Deputy Chief, and may receive direction from the Chief.



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<p><b>Supervision Exercised and Staff Numbers:</b> Responsible for the direct supervision of a Management Services Technician, and gives direction to two Supervising Investigator I's, 16 + Investigators, and 2 Office Technicians.</p>
<p><b>Physical Requirements:</b> Equipment and work aids used consist of: vehicle police radio, safety equipment, e.g., shotgun, semi-automatic duty weapon, badge, handcuffs, handcuff case, flashlight (heavy duty), soft body armor, ammunition, holster, kubaton, and chemical agents, ASP, battering ram and Haligan tool. Work both indoors and outdoors. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. May occasionally be exposed to toxic materials or chemicals. While driving, the employee is exposed to dust and fumes. Exposed to gun powder and fumes during quarterly weapons qualifications and periodic tear gas training. May be exposed to crisis/trauma situations.</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. Knowledge of Law Enforcement principle, investigative ability, written and verbal communication.</p>
<p><b>Personal Contacts:</b> 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.</p>

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



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE