

Classification Title Supervising Investigator II	Board/Bureau/Division Division of Investigation (DOI) Investigation and Enforcement Unit (IEU)
Working Title Commander	Office/Unit/Section / Geographic Location Special Operations Unit (SOU), Sacramento
Position Number 612-200-8597-001	Name and Effective Date

General Statement: Under the general direction of the Division of Investigation (DOI), Investigation and Enforcement Unit (IEU) Deputy Chief, the Special Operations Unit (SOU) Supervising Investigator II (Commander) oversees the Backgrounds, Internal Affairs (including the Computer Forensics Team), Enforcement Support, and Specialized Investigation and Training Units. The Supervising Investigator II performs the full range of peace officer duties, as specified in section 830.3 of the Penal Code and acts at all times with courtesy and professionalism. Duties include but are not limited to:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

40% (E) Command Area Management

- Manages all statewide caseload activities of the SOU and oversees the work of subordinate staff (both sworn and non-sworn). Coordinates and approves all requests for SOU investigative or other services.
- Reviews and approves investigation correspondence and reports. Reviews the SOU caseload with subordinate staff regularly, providing input, suggestions and support. Establishes priorities for all work performed by the SOU.
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- Develops and implements policies and procedures in support of SOU programs and DOI.

30% (E) Program Management

- Manages and directs the staff in the DOI statewide Firearms and Defensive Tactics training programs and the Armorer Program. Responsible for the development and implementation of policies and procedures.
- Manages the DCA Non-Sworn Employee Fingerprints – Access to CORI approval program, including approval authority and the development and implementation of policy and procedures.
- Manages the DCA Workplace Violence Prevention program, including the development and implementation of policy and procedures, investigative case initiation, and the oversight of emergency response.
- Manages the DCA Infraction Citation Authority approval program, including approval authority and the development and implementation of policy and background investigation procedures.
- Directs and monitors the investigative services for cases that are referred to a field office for formal investigation and tracks the status of all DOI case statistics.
- Directs and monitors the specialized training to all DOI investigators. This includes overseeing the scheduling and organizing academies for newly hired investigators, continuing training requirements for peace officers, and other subject matters

where increased training will benefit consumer protection, and overseeing the Field Training Officer program.

20% (E) Training/Performance Appraisals

- Manages personnel issues and develops a productive work environment free of conflict, discrimination and harassment to ensure the background investigations, and hiring process is consistent and within the rules and regulations of the State Personnel Board and California Department of Human Resources.
- Assesses, recommends and provides training as needed for unit staff; reviews and approves travel and evidence claims, attendance and overtime reports, mileage logs, and other management reports.
- Determines training needs for supervisors and all staff within the designated command area.
- Prepares and reviews annual and probationary reports of subordinate staff.

10% (E) Coordination with Others

- Develops and maintains cooperative working relationships and coordinates investigations with executive officers, agencies and organizations affected by laws administered by the Department of Consumer Affairs and with federal, state and local law enforcement agencies.
- Works with the DCA Director, Chief Deputy Director, Bureau and Division Chiefs, Program Managers and Board Executive Officers on internal affairs matters and highly sensitive investigations pursuant to Business and Professions Code Section 109. Supervises the filing of criminal complaints, the preparation and service of subpoenas, search warrants and other legal papers. Reviews, approves and signs administrative subpoenas for SOU.

B. Supervision Received

The incumbent reports directly to and receives the majority of assignments from the IEU Deputy Chief; however, direction and assignments may also come from the DOI Chief. Due to the sensitivity of the SOU investigations and the fact that the authority to conduct cases is through the Director, the Supervising Investigator II may also receive direct case assignments from the DCA executive office.

C. Supervision Exercised

The incumbent directs the work of Supervising Investigator I's, a Supervising Special Investigator I, and provides oversight to Investigators, Special Investigators, and Analysts. Additional staff may at times include retired annuitants and student assistants.

D. Administrative Responsibility

Administers the Department's Workplace Violence Prevention program, Non-Sworn Employee Fingerprints – Access to CORI approval program and Infraction Citation Authority program. Directs background investigations on sworn and non-sworn employees. Directs SOU evidence custodial responsibilities and maintains an evidence expense account.

E. Personal Contacts

Daily contact with Supervising Investigator's and Supervising Special Investigator staff in the designated area of responsibility to determine and resolve problems, coordinate investigative efforts and discuss personnel issues. Regular contact with the Director,

Chief Deputy Director, Division Chiefs and Deputy Chiefs, Program Managers and Board Executive Officers on internal affairs matters, highly sensitive investigations, and investigative processes. Acts as liaison to client agencies, district attorneys, prosecutors, etc., regarding SOU policies, procedures and investigations. Communicates with victims, witnesses and subjects of sensitive investigations both within the agency and from the general public.

F. Actions and Consequences

Failure to properly monitor casework distribution in the area may result in inefficient use of personnel and a resultant higher cost to client agencies. In addition, resolution of cases may be significantly delayed. Many of the cases being investigated affect the health and safety of consumers. Failure to provide proper oversight and training to Supervising Investigator staff could result in inadequate investigations, unlawful or unjustified arrests and excessive or improper use of force.

These actions could be critical, resulting in allowing a criminal or administrative act to go undetected or unpunished. Another critical consequence from failure to train would be exposure to lawsuits due to unlawful arrests, the use of excessive force or the use of lethal force

G. Physical Demands:

The incumbent is required to perform the full range of peace officer duties. Pursuant to Government Code Section 1031 (f), employees in these positions must be found to be free from physical, emotional, or mental condition, which might adversely affect the exercise of the powers of a peace officer. The employee must be able to demonstrate his/her ability to perform various physical tasks.

In an 8-hour work shift, the incumbent will routinely:

Stand/Walk/Run:	Occasionally
Sit:	Continuously
Drive:	Frequently
Bend/Stoop:	Occasionally
Squat/Crouch:	Occasionally
Crawl:	Occasionally
Climb:	Occasionally
Reach/Stretch:	Occasionally
Balance:	Continuously
Push/Pull:	Occasionally
Carry:	Continuously, up to 15 pounds as s/he is required to carry a semi-automatic pistol, extra ammunition, handcuffs, chemical agent, etc. The employee will wear body armor (approximately 8 pounds), when required. The employee will occasionally carry up to 80 pounds.
Lift:	Occasionally
Kneel:	Occasionally
Twist:	Occasionally
Foot Movement:	Occasionally, the employee will use repetitive foot movements when driving a vehicle.
Hand Manipulation:	The employee uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for the following:

writing or typing reports, maintenance of firearm proficiency, performance of physical arrests and in-service defensive tactics training.

Occasionally = 1- 33% of workday
Frequently = 34- 66% of workday
Continuously = 67-100% of workday

Environmental Conditions:

The incumbent will work both indoors and outdoors, depending on the situation he or she is involved in, at any given time. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. While driving, the employee is exposed to dust and fumes. The employee may occasionally be exposed to toxic materials or have contact with persons believed to have tuberculosis, infectious hepatitis or other contagious disease. There is a reasonable expectation of contact with blood-borne pathogens or other potentially infectious materials or chemicals. The employee is also exposed to gunpowder and fumes during quarterly firearm/shotgun qualifications and periodic tear gas training.

H. Other Information

The incumbent routinely works with sensitive and confidential issues and/or materials, which may include sexually explicit materials and graphic medical procedures such as autopsies. The employee is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times. This position requires working in and driving to, various locations throughout the state and, on occasion, odd or irregular hours. The employee is required to maintain regular and consistent attendance; report to work on time; work his/her full day and work under changing priorities and deadlines. In addition, the employee is required to dress and act professionally, work cooperatively with others and exhibit courteous behavior towards coworkers and the public. Knowledge and proficiency in the use of personal computers and standard office software is desired. A valid California driver license is required.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

POST CERTIFICATION

The employee will be required to satisfactorily complete or provide proof of successful completion of a basic investigative training course as prescribed by the California Commission on Peace Officer Standards and Training (POST) prior to the completion of the probationary period. If the employee does not successfully complete the POST course during the probationary period, the employee will be rejected during the probationary period.

Title 11, section 703 (d) of the California Code of Regulations required criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's (CORI) procedures, clearance shall be maintained while employed

in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program materials at all times.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name, Supervising Investigator II

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name, Deputy Chief

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