

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-613-8610-006
Classification: Investigator	Tenure/Time Base: Permanent / Full-Time
Working Title: Food and Drug Investigator	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Drug and Medical Device Compliance and Enforcement Section / Investigations and Technical Support Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Investigator is responsible for conducting thorough and complex investigations, initiating enforcement actions to safeguard public health, delivering educational outreach, collaborating within a team environment for planning, evaluation, and quality improvement, maintaining technical expertise, and working cooperatively with industry partners and government agencies.

This classification consists of two alternate ranges. As incumbents advance within the ranges, their law enforcement responsibilities are expected to become more complex and require broader knowledge and application of investigative techniques and procedures. More advanced incumbents train and lead staff in the performance of field investigations and conduct the more complex criminal, civil, or administrative investigations to detect or verify suspected violations of laws.

This position is designated as peace officer under California Penal Code 830.3 (f) and (h). The incumbent performs the full range of peace officer duties and responsibilities in the accomplishment of their assignments and must comply with the California Commission on Peace Officer Standards and Training (CA POST). During the course of their employment, incumbents are required to carry a firearm and be proficient in its use. They must also be knowledgeable in the use of force, and demonstrate appropriate application as prescribed in department policy.

The incumbent works under the general direction of the Supervising Food and Drug Investigator of the Food and Drug Branch (FDB), Drug and Medical Device Compliance and Enforcement Section, Investigations and Technical Support Unit (ITSU).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to approximately 60% in-state travel is required, driving for extended lengths of time.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: CA POST Certificate
- ☒ Other:
 - Psychological Evaluation Requirement/Clearance.
 - Meet CA POST requirements and demonstrate quarterly peace officer proficiency:
 - The position requires successful completion of the CA POST; Certified Basic Peace Officer Training Course (basic academy).
 - The incumbent is required to meet CA POST requirements for Continued Professional Training, attend, participate, and successfully complete CA POST certified and/or FDB mandated training courses, including but not limited to, weapons qualifications and defensive tactics training, as well as training required by the Department.
 - Transport or move items (weight up to 50 pounds); climb stairs and ladders; work in extreme temperatures and on hazardous surfaces; transport investigation and safety equipment, evidence/sample kits, and records.

Essential Functions (including percentage of time)

- 40% Conducts comprehensive criminal and civil investigations of individuals and firms suspected of fraud and crimes against public health and safety. Investigations include gathering evidence as prescribed by law, interviewing or interrogating witnesses and suspects, developing investigation operational plans and safely executing them, conducting surveillance and covert activities including undercover work, preparing detailed reports and making recommendations based on state and federal laws and regulations, preparing and executing search warrants, inspection warrants, arrest warrants, and subpoenas, and testifying in court or administrative

proceedings. Effectively enforces all applicable laws and regulations pertaining to the advertising, labeling, production, storage, distribution, and handling of drugs and medical devices in California. Prevents unapproved new drugs and medical devices from entering commerce or being sold outside the normal or legal distribution chain. Investigates medical or consumer product failures that can lead to injury, illness or death. Performs special investigational projects as assigned. Responds to public health emergencies involving products regulated by FDB.

- 35% Prepares criminal, civil, or administrative cases for referral to the Office of Legal Services, local City or County District Attorney, State Attorney General, or Federal U.S. Attorney Offices. Issues citations, Notices of Violation and levies embargoes and restraining orders. Monitors and verifies corrective actions for repeat offenders or firms on criminal probation. Maintains knowledge and expertise in regulatory compliance investigations. Prepares and submits timely and accurate time and activity reports. Prepares complete and accurate narrative reports. Identifies and maintains facts, samples, and other evidence gathered; maintains chain of custody. As assigned, provides field training to other Investigators.
- 10% Prepares, maintains, and provides information and educational outreach to industry, the public, and to other agencies regarding current drug, medical device and cosmetic laws, FDB enforcement activities, corrective actions, and related public health issues. Works cooperatively with industry and collaboratively with other public health protection agencies. Assists in multi-agency investigations and task forces and provides assistance to other law enforcement officers. Participates in ongoing officer safety training.
- 5% Prepares draft regulatory correspondences and surveys and contributes to the development of programmatic field operational procedures and policies.
- 5% Maintains laptop computer, field test equipment, state-issued vehicles, department-issued firearm, related officer safety equipment (firearm, Oleoresin Capsicum Spray, handcuffs, etc.) state-issued cellular phone, inspection and investigation equipment (including camera, digital voice recorders), sampling equipment and containers, and personal/officer safety equipment.

Regions

Region	Counties	Available Headquarter Locations
Region I	Orange, Los Angeles	Orange
Region II	Orange, Los Angeles	Los Angeles
Region II	Imperial, Riverside, San Diego	San Diego

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform

the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 05/21/2026