

DUTY STATEMENT



☐ CURRENT

☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Supervising Special Investigator I (Non-Peace Officer)		WORKING TITLE Supervising Special Investigator		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Bureau of Investigation	
ASSIGNED SPECIFIC LOCATION Oakland			POSITION NUMBER 400 – 430-8549-XXX	
BARGAINING UNIT S07	WORK WEEK GROUP SE	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Chief Investigator, Bureau of Investigations (BOI), within the Division of Occupational Safety and Health (Cal/OSHA), the Supervising Special Investigator I plans, organizes and directs the work of a team consisting of Special Investigators, Special Investigator Assistants, and support staff within the BOI. The incumbent develops training for investigative staff; directs and oversees investigations; assists with the development of uniform approved procedures complying with Cal/OSHA and Department of Industrial Relations policies, Title 8 regulations, and the Labor Code; and ensures BOI investigators follow approved BOI procedures. The incumbent performs the most complex and high-profile investigations, submits cases to the District Attorney's Office, and provides technical assistance and advice on investigative techniques to special investigators.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Investigation Management: Plans, organizes and directs investigations. Provides technical assistance to BOI investigators. Ensures investigative staff comply with BOI and DOSH policy, the Labor Code and Title 8 regulations. Advises special investigators in complex cases and participates in or leads the most high-profile, complex investigations. Reviews draft referral reports and assists with finalizing reports ensuring they are timely submitted to prosecuting authorities. Ensures timely reviews of cases involving fatalities and other mandatory referrals from DOSH enforcement staff. Coordinates with Supervising Special Investigator II (Non-Peace Officer) and BOI attorneys to determine whether to direct a field response by BOI and whether to refer a case to prosecutors. Communicates with Cal/OSHA Enforcement staff both in writing and orally to gather information needed by BOI to complete its statutory requirements. Collaborates with enforcement staff upon engaging in simultaneous response to a fatality pursuant to DOSH policies. Supports prosecutors in referred cases by ensuring the delivery of evidence, witnesses and information as needed. In some cases, attends criminal and/or civil hearings in referred cases to provide support as needed.
25%	Personnel Management: Assists with recruiting, hiring, training and developing new staff for field work and administrative work including use of the BOI case management system. Provides leadership to staff through regular communication both one and one and as a group. Plans, organizes, directs, and provides supervisory review of the work performed by staff. Establishes performance expectations for all staff and evaluates their performance. Reports on that performance to the Supervising Special Investigator II (Non-Peace Officer) and as needed, the Assistant Chief Counsel and Chief Counsel. Develops staff work plans,

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	monitors and evaluates progress, and ensures key milestones, set in collaboration with leadership, are met and on schedule. Provides regular and timely written probationary reports and performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary including drafting proposed actions and collecting information to support the action. Monitors, organizes, directs, and evaluates the quality and quantity of the unit's work and makes changes to ensure a productive work environment. Supervises staff in the management of potential workload bottlenecks and recommends appropriate courses of action. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Assists in the preparation of administrative directives and policy and procedures manuals for assigned areas of responsibility. Utilizes the BOI case management system to pull reports and information as needed for use in monitoring staff performance and/or by Cal/OSHA leadership to assist with external inquiries.
15%	Program Oversight and Management: Apprises the Chief Investigator of the status of all investigations and unit performance in meeting objectives in support of DOSH goals and policies and all high profile and media cases so that information is readily available to provide the administration. Ensures records are kept both electronically and in paper form in compliance with BOI, Cal/OSHA and Department policy and the Labor Code. Reviews and approves travel claims, overtime reports, month-end billing and mileage logs, and other management reports. Serves as evidence custodian. When requested, may maintain an evidence expense account. Oversees CalCard account for purchase of office-related supplies. Assists the Chief Investigator and Administrative Chief of BOI with ensuring compliance with new policies and procedures and requirements.
10%	Training: Recommends training strategies consistent with Cal/OSHA's strategic and operational objectives. Drafts training materials and delivers training both remotely and in the field for new staff and to further develop current staff. Works with staff in Cal/OSHA's Professional Training and Development Unit, BOI Special Investigators and BOI attorneys as needed to create and deliver training.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as required to fulfill the Division and BOI including, but not limited to, attending meetings, serving on teams, engaging with multiple levels of management to provide reports and information. Periodically travels to district and regional offices and meetings with stakeholders throughout the region.

Conduct, Attendance, and Performance Expectations

The Supervising Special Investigator I (Non-Peace Officer) independently manages a high volume of complex fatality and serious injury cases. The incumbent is required to take substantial initiative, exercise broad discretion, behave in an honest, fair and ethical manner, display superior work habits (e.g., organizational skills, accountability, timely completion of assignments), work independently, and produce the highest quantity and quality of work on complex matters, while accepting and following direction of the Supervising Special Investigator II (Non-Peace Officer), Assistant Chief Counsel, Chief Counsel and Division leadership. The Supervising Special Investigator I (Non-Peace Officer) is expected to be professional, courteous, and work cooperatively with all levels of DOSH management, staff, and the public. The Supervising Special Investigator I (Non-Peace Officer) must maintain consistent and regular attendance.

Supervision Received

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The incumbent is directly supervised and receives the majority of assignments from the Chief Investigator (Supervising Special Investigator II (Non-Peace Officer)). The incumbent may also receive indirect supervision and assignments from the Cal/OSHA Legal Unit Chief Counsel and Assistant Chief Counsels.

Supervision Exercised

The incumbent supervises, evaluates, directs, and reviews the work of investigative staff, Special Investigators.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Incumbents in this position work at desks and are required to work extensively on computers as necessary to accomplish their duties. Supervising Special Investigators I (Non-Peace Officer) are required to conduct in-person training throughout the state and attend accident scenes as required, throughout the state. May be required to attend BOI-Legal Unit meetings in person.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DOSH to complete work assignments. The incumbent must demonstrate the ability to use the internet, email, desktop applications and presentation software to complete assignments. This position also requires in-state travel, either locally, or for one to three-day overnight trips within California, based on assignments, and as determined according to the needs of DOSH.

Physical Abilities

The incumbent may, depending on the situation, occasionally or frequently stand/walk/run, sit; drive; bend/stoop; squat/crouch; crawl; climb; reach/stretch/push/pull; carry; lift; kneel; foot movement; repetitive foot movements when driving a vehicle; hand manipulation during the use of a computer, telephone, and other office equipment such as copiers and scanners as necessary.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with others.

Personal Contacts

Supervising Special Investigators I, in this position, have contact with investigators in BOI, representatives from Cal/OSHA Legal, various Cal/OSHA divisions, DIR Director's Office, other offices within DIR and at the Labor and Workforce Development Agency, district attorney offices, unrepresented parties, judges and staff at administrative agencies, judges and staff in civil and criminal courts, members of the public, complainants, and witnesses.

Consequences of Actions

Failure to properly monitor investigators' assigned casework may result in cases not being completed in a timely manner, cases not being referred or inefficiently conducted investigations, resulting in potential exposure of workers to dangerous working conditions. Investigations must be monitored to assure that they are completed in a timely manner so that the statute of limitations for the violation does not expire. Investigations must be monitored for quality, because an inadequate investigation may result in allowing a violation of the law (criminal) to go undetected or unpunished. In addition, some cases under investigation may affect the health and safety of the general public.

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Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date