

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001201	Classification/CBID: Investigator/R07	Position Number: 810-924-8610-003
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Office of Criminal Investigations	Branch/Section/Unit:	Reporting Location: Cypress
Supervisor's Name: Dong Lee	Supervisor's Classification: Supervising Criminal Investigator I	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the direction of the Supervising Criminal Investigator I, the Investigator in the Office of Criminal Investigations (OCI) is a sworn peace officer and is primarily responsible for the investigative duties involved in enforcement of California's Hazardous Waste Law. Investigators handle the most complex cases under supervision, independently or as a team leader. Additionally, the Investigator may be assigned to conduct internal investigations of Department employees and background checks of potential job applicants. Duties include, but are not limited to:

Essential Functions (Including percentage of time):

40%	<u>Perform Investigatory Tasks</u> Investigates violations of the California Hazardous Waste Control Law by reviewing and responding to complaints, tips and other information submitted to OCI that alleges illegal hazardous waste activities in the state. Uses databases such as Accurant, Envirostor, local property records, CLETS (California Law Enforcement Telecommunications System), California Secretary of State filings, California Department of Motor Vehicles records, DTSC's Hazardous Waste Tracking System (HWTS), and California Environmental Reporting System (CERS) to research site(s) of violation, responsible entities/parties, background data and compliance and enforcement history of suspects, suspect sites, and suspect entities. Plans and determines best investigatory methods to be used to gather, analyze, and present evidence for a solid legal case that can substantiate the violation(s) occurred and/or is/are occurring such as, obtains hazardous waste samples for physical evidence from the site and documents the collected evidence, transports to a DTSC laboratory for testing and handles according to proper laboratory and law enforcement standards; obtains photos/video of past and/or ongoing illegal activity; searches paper files and computer records of suspects and/or suspect company for proof of illegal activity, and locates and interviews/interrogates witnesses and suspects for the purpose of getting information, background and verbal admissions. Conducts undercover and surveillance to pinpoint locations of evidence and plan for collection of evidence which may require travel throughout the state. Executes search warrants and inspection warrants, serves subpoenas, and makes arrests during investigations, as called for. Plans, organizes, and conducts effective operational case briefings to educate other OCI and/or DTSC staff and personnel from other agencies, and coordinates investigatory activities when support is needed for surveillance, inspections, search warrants and other activities. Conducts internal investigations, background investigations and Workplace Violence Investigations as required by the Department director or his/her designee, as assigned.
30%	<u>Operational and Enforcement Activities</u> Writes statements of probable cause and capably present facts to appropriate judicial officials for the purpose of obtaining search and arrest warrants. Accurately transcribes and documents witness and suspect verbal statements (including date, time, place, and contact information) to include in case support files. Captures and preserves usable photographic/video/other evidence and organizes and assembles photo logs of surveyed sites and activities, plus obtains photos/video from third parties, to include in case support files. Writes clear, concise, official investigatory reports to include timeline(s) of illegal activities that were tracked and monitored; map(s) of where activities occurred; descriptions, pictures and graphic representations of company/suspect processes and procedures that created violations and quantified amounts of hazardous waste generated; incorporate scientific sampling results and the written interpretation of those sampling results; cite sections of California Hazardous Waste Law that were violated which are submitted for legal prosecution. Testifies in court and at administrative hearings about the case findings, the investigation, and results in order to further successful resolution of the case. Collaborates with OCI scientific staff when appropriate to assist with the determination of administrative penalties when there is a shared interest in the investigation.
15%	<u>Record-keeping and Other Operational Duties</u> Maintains organized, up-to-date case files and keeps OCI's Envirostor database current and accurate with dates and facts of investigation activities to track violations and accurately assign cases to investigators as necessary. Produces presentable copies of case information for internal tracking and billing purposes, as requested, in order to collaborate with internal stakeholders. Maintains confidentiality of case files, notes and other investigatory information for security purposes at all times. Monitors cases to ensure that appropriate enforcement action can commence within the statute of limitations, and monitors status of completed cases that have been referred for prosecution; provides additional information and supplemental reports to prosecution as needed. Accurately documents time and expenses spent on each case for the purpose of possible reimbursement to the Department at case closure/settlement.

5%	<u>Training and Monitoring</u> Maintains required peace officer certification from the Commission on Peace Officer Standards and Training (POST), DTSC-required HAZWOPER certification, firearm certification and complies with all medical monitoring mandates. Provides “on-the-job” training and mentoring to newly hired investigators as requested by supervisor.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due dates.
Marginal Functions (Including percentage of time):	
5%	<u>Enforcement and Environmental Meetings</u> Represents the mission of DTSC among law enforcement, prosecutorial staff, and environmental government officials from local, state, and federal jurisdictions at meetings, conferences, trainings, and networking opportunities. Provides feedback and makes recommendations to management about cooperative relationships and enforcement opportunities with other agencies vis-a-vis multi-media investigations. As assigned, attends/monitors task forces in order to offer OCI assistance and expertise on hazardous waste cases as well as secures new hazardous waste cases for OCI.
Consequences of Error: (if applicable) Failure to perform the duties of the position could result in cases being dropped by the prosecuting agencies, individuals and entities not being caught and punished, damage to the environment and human health, and violations being repeated. This could also result in negative publicity and consequences to DTSC by business, industry, community, environmental, and other interest groups.	
Typical Physical Conditions/Demands:	
In the course of investigations, the Investigator interacts by phone, Microsoft Teams (including audio and video), in person and by mail and email with the general public, industry officials and representatives, other OCI and DTSC staff as well as other local environmental departments, attorney general's office, district attorney offices, the environmental circuit prosecutor's project, state and federal law enforcement agencies and state and local health agencies. Incumbent also participates in meetings, such as statewide/regional environmental task forces comprised of law enforcement and regulatory agencies, environmental justice/community task forces composed of advocacy groups and citizens, and private meetings with prosecutors, attorney general and legal representatives of plaintiffs. Cases discussed during these meetings often are sensitive and confidential. The incumbent should always treat these cases with high degree of sensitivity and confidentiality and should never discuss with anyone who is not authorized to receive such information. Incumbent investigates allegations involving the illegal storage, transportation, treatment, and disposal of hazardous waste.	
Typical Working Conditions:	
The Investigator reports directly to the Supervising Criminal Investigator I and receives the majority of assignments from the Supervising Criminal Investigator I; however, direction and assignments may also come from Supervising Criminal Investigator II. Much of the work for this position is performed in the field (away from the office), in all areas of California and in all seasons of the year. Incumbent performs occasional assignments requiring extended travel and overnight activity. When required, incumbent wears personal protective equipment and respiratory protection devices in order to perform essential functions. Occasional overtime is required as necessary to perform critical activities. Alternative work schedules will be considered after completion of probation. Normal working hours are Monday-Friday 0800 – 1700 hours.	

Special Requirements of Position (Check all that apply):

- ☒ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☒ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

The incumbent must pass an initial peace officer background investigation, including medical and psychological examinations, required by POST for peace officer appointments; complete POST Basic Specialized Investigator's Course or POST Basic Course during the probationary period; and successfully complete health and safety training, including HAZWOPER certification, as well as successfully demonstrate firearms proficiency. Firearm certification must be maintained on a quarterly basis, per DTSC policy, and the incumbent must maintain his/her OCI firearm in proper working order at all times. The incumbent must maintain HAZWOPER and field certification as well as POST training certifications during employment at OCI, possess a valid California driver's license at all times and be able to sit, stand and drive for extended periods of time.

The incumbent must use sound judgment under stress, be physically able to overcome resistance in making arrests and maintain peace officer status and carry a firearm while on duty. In addition, the incumbent must effectively communicate information and consult with staff at all levels within and outside the department in order to complete work assignments. The incumbent must be able to complete assigned work accurately and on time, establish cooperative working relationships with staff at all levels within and outside the department and provide recommendations and/or feedback to all levels of staff both within and outside State civil service. The incumbent must enroll in the DMV Pull Program.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?		☐ YES ☐ NO
Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: ke Date Approved: 5/6/2026

Revision Date (if applicable): Click or tap to enter a date.