

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Special Investigator		WORKING TITLE Special Investigator	
PROGRAM NAME Division of Occupational Safety and Health		UNIT NAME Bureau of Investigation	
ASSIGNED SPECIFIC LOCATION Fresno		POSITION NUMBER 400 – 442-8612-457	
BARGAINING UNIT R07	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes
		BACKGROUND CHECK No	

General Statement

Under the supervision of the Supervising Special Investigator, for the Bureau of Investigations (BOI), within the Division of Occupational Safety & Health (Cal/OSHA), the incumbent independently conducts complex criminal field investigations in an assigned geographical area involving violations of occupational safety and health standards, orders, special orders and Section 25910 of the Health and Safety Code in which there is a serious injury or death involving occupational safety and health violations. Incumbents must handle complex and sensitive criminal investigations requiring broad knowledge and application of investigative techniques and procedures, including locating and interviewing witnesses, obtaining and presenting facts and evidence to support prosecution, and preparing and assuring referrals to prosecuting authorities.

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>
40%	Independently investigates worksite fatalities, and/or serious and catastrophic injuries (involving five or more employees) when assigned, related to potential violations of occupational safety and health orders, rules, regulations and other laws at places of employment, including those with the most complex operations and greatest hazards, to determine violations of criminal laws relating to such incidents. Gathers all evidence necessary to support a criminal prosecution including, but not limited to: comprehensive scene photographs, measurements, samples, statements of witnesses, victims, and suspects, potentially exposing the employee to strong odors, dust, smoke, and fumes, to dead bodies, body parts, bodily fluids and other biological materials. Examines and analyzes occupational safety and health safety orders and inspection reports, applicable Labor Code, Penal Code, and other statutes; police reports, reports and/or records from other agencies, and other material obtained during an investigation. Performs additional pre-trial investigations as needed by the prosecuting authority.
25%	Prepares detailed comprehensive written reports and issues findings, encapsulating the information obtained during the investigation with sufficient specificity to meet the criminal burden. Verbally presents the case to the prosecuting authority when necessary and addresses issues raised by the prosecuting authority. Assures that criminal referrals are made in conformance with the Labor Code, state occupational safety and health regulations, and other legal requirements. Conducts additional fieldwork and prepares supplemental reports as needed.
15%	Coordinates with federal, state and local authorities concerning the criminal prosecution of occupational safety and health violations and violations of other laws. Develops and

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	maintains working relationships with federal, state, and local law enforcement agencies and prosecutors. Cooperates with and assists local prosecutors during the prosecution of referred cases, acting as investigative officer during the criminal prosecution of referred cases, including attending preliminary hearings and criminal trials. Provides testimony as required.
15%	Conducts surveillance and performs other work related to criminal investigations: performs skip traces, locates witnesses, assist district attorney personnel in preparation of search warrant affidavits. Assists with responding to subpoenas and subpoena duces tecum, performs required administrative functions (such as preparing mileage logs), and other assignments and duties as required based on the operational needs of the Division and Legal Unit. Senior level incumbents may lead, plan, organize, and/or review the work of other bureau staff and conduct training classes for other investigators within Cal/OSHA or in conjunction with prosecutorial agencies or associations.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties as required, including attends meetings, respond to public requests for information, and trains colleagues and investigators within Cal/OSHA, among others.

Conduct, Attendance, and Performance Expectations

Special investigators perform a variety of functions and must maintain a high level of integrity and professionalism, use sound professional judgment, exercise initiative and objective action. The incumbent is required to maintain regular and consistent attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; report to work on time; work his/her full day and work under changing priorities and deadlines; and adhere to departmental policies and procedures.

Supervision Received

Incumbent receives direct supervision from the Supervising Special Investigator and may periodically receive direction from the Administrative Chief of the Bureau. In addition, the incumbent may occasionally receive guidance and assignments from Cal/OSHA's Chief Legal Counsel and the Chief of Cal/OSHA.

Supervision Exercised

None.

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

Work Environment

The incumbent works a minimum of 40 hours a week, over 50% in the field, which may require driving long distances at various hours of the day and night. Incumbent's priorities may quickly change due to need to respond to fatal incidents. Incumbents, at incident scenes, are exposed to loud noises, dust, construction/manufacturing equipment, hazardous environments, bodily fluids, body parts, and deceased victims. While in the office, incumbents work in an air conditioned high- or mid-rise building with elevator access, in a cubicle with artificial lighting. The Incumbent is required travel in state, including one to three night overnight trips within California per month, based on assignments and as determined according to the needs of the Division.

Special Requirements/Other Information

N/A

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Physical Abilities

Incumbents must have the ability to walk, bend, stoop and bend to conduct an investigation and transfer evidence and equipment.

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

Incumbent has regular contacts with employers and their employees subject to an investigation; representatives from local prosecuting agencies; officials from various state and local governments; members of the general public; and representatives at all levels within Cal/OSHA and the Department of Industrial Relations.

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

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C&S Analyst Initials

8/13/2026

Approval Date