



☐ PROPOSED ☒ CURRENT

Classification Title Supervising Investigator, Alcohol Beverage Control	Division Law Enforcement
Working Title Detective Sergeant	Office/Unit/Section/Geographic Location Law Enforcement Branch/Northern Region Office/Sacramento II Unit
Position Number 592-420-8678-004	Name and Effective Date

General Statement: Under the direction of the District Administrator (DA), Alcohol Beverage Control (ABC), of the Northern Region Office (Office), in the Law Enforcement Branch (Branch), in the Law Enforcement Division (Division), within the Department of Cannabis Control (Department), the Supervising Investigator (SI), ABC in the Sacramento II Unit (Unit) will be responsible for the supervision of Agent, ABC staff who conduct the most difficult, complex, and sensitive criminal investigations, administrative support staff, and will provide law enforcement operational assistance and outreach to local, state, and federal law enforcement agencies regarding state cannabis law and regulations for the Division. Duties include, but are not limited to, the following:

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

75% (E) Supervision of Staff, Investigations, and Field Operations

Supervise, organize, plan, and direct the work of the Unit staff. Provides guidance and technical assistance to the Agent staff with the most difficult, complex, and sensitive field operations including static and dynamic surveillance, undercover, and rescue team operations, and moderate and high-risk search warrants. Participate as an entry and rescue team leader. Supervise, manage, and directly participate in tactical operations and crime scene processing. Provide Agent staff with direction on physical arrests and transportation of those in custody. Supervise and direct the Agent staff in the collection of evidence, the eradication of controlled substances, and in the operation of specialized law enforcement equipment. Lead and supervise large scale and complex multi-agency law enforcement operations and investigations (25%).

Supervise, organize, plan, evaluate and direct the work of Agent staff in accordance with the guidelines and priorities by the DA, Deputy Chief, and Career Executive Assignment (CEA)-B of the Division. Provide guidance and technical assistance to the Agent staff in the assigned field office by monitoring, leading, and assisting Agent, in preparing and conducting tactical operation plans, risk assessment, interviews, interrogations, search warrants/court orders and asset forfeiture assessment and documentation. Assign cases and provide oversight and technical assistance to each agent as needed. Review, correct, approve, and author investigative reports, operation plans, risk assessment matrices, search warrants/court orders and after-action reports. Supervise the filing of criminal complaints (25%).

Review timesheets, mileage logs, travel claims, overtime reports for accuracy and certify figures reported. Review absence requests and approve or deny based on business need. Complete documentation related to attendance and preventative, corrective, or adverse action when appropriate. Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations. Monitor, evaluate, and complete employee performance appraisals. Identify and address/resolve employee performance issues. Utilize available resources to ensure compliance with Bargaining Unit contracts, hiring practices, Department policies and procedures, and other related personnel laws, rules, and/or regulations. Mentor, coach, and guide staff in the development of their knowledge of the Department and the systems and resources utilized to perform their work. Identify staff training needs and/or training opportunities for improved performance and job satisfaction. Recruit, train, evaluate performance, and prepare corrective actions for staff. Effectively promote equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. (25%)

10% (E) Program Oversight and Management

Serve as evidence custodian. Maintain an evidence expense account. Recommend policy changes or development to the command staff and may be tasked with drafting policies, standard operating procedures, and/or general orders.

5% (E) Law Enforcement Training

Attend and participate in all mandatory job-related trainings and law enforcement trainings.

5% (E) Coordination with Internal and External Organizations

Act as a liaison to prosecutors, law enforcement agencies, and regulatory agencies regarding investigations. Attend governmental, public or industry functions as a representative of the Department. Represent the Department at functions, conferences, or industry training events as a subject matter expert/representative of the Department. Testify as a subject matter expert during criminal, civil, or administrative proceedings.

5% (E) Professional Development

Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Department Enforcement Office, Sacramento, CA 95827

C. Supervision Received

The incumbent will receive assignments and direction from the DA; however, direction and assignments may also come from the Deputy Chief and/or CEA-B.

D. Supervision Exercised

The incumbent will supervise, evaluate, direct, and review the work of the Agent staff within the Unit.

E. Administrative Responsibility

The incumbent will be responsible for managing assigned staff and consulting with the DA in the accomplishment of the Division's goals.

F. Personal Contacts

The incumbent will have daily contact with Department staff. Occasional contact with the general public as subjects, complainants or witnesses. Occasional contact with other government agencies (law enforcement, district attorneys' offices and Attorney General's Office and California POST).

G. Actions and Consequences

Failure to properly monitor investigators assigned casework may result in cases not being completed in a timely manner or inefficiently conducted investigations. Investigations must be monitored for quality, because an inadequate investigation may result in allowing a violation of the law to go undetected or unpunished. In addition, many of the cases being investigated affect the health and safety of consumers.

Failure to properly supervise investigators may result in an unlawful seizure, unlawful arrest, either of which may result in a lawsuit against the state. Failure to properly supervise an investigator may result in excessive or improper use of force in making an arrest or overcoming unlawful resistance, the service of which a search warrant at an improper location, the use of flawed tactics, the improper use of emergency vehicles or other law enforcement equipment, any of which may result in the injury or death of an investigator, suspect or other person and potentially expose the state to a lawsuit.

H. Functional Requirements

The incumbent is a Work Week Group E employee and will be expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be required to work specified hours based on the business needs of the Division which may require the incumbent to work early hours, late at night, extended hours, or on the weekends for investigative or enforcement activity, law enforcement mutual aid requests, critical incidents, or state emergencies. Regular attendance, punctuality, and the ability to work under changing priorities are an essential part of this job.

The incumbent must maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Sitting and standing requirements in the office are consistent with office work.

The incumbent will be required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity will generally be reasonably controlled, but while outdoors, the incumbent is exposed to climatic conditions including high temperatures, high humidity, precipitation and cold temperatures. The incumbent is exposed to dust, and gunpowder during

quarterly firearm qualifications and periodic chemical agent training. The incumbent may be exposed to mold, toxic pesticides, and irritating and hazardous chemicals during the service of search warrants and other law enforcement operations.

The incumbent will be required to perform the full range of peace officer duties and responsibilities in the accomplishment of their assignments, and a peace officer background check is required. In addition, the incumbent must have a valid California Driver's License, a good driving record, and be able to operate a motor vehicle safely. The incumbent will be required to complete substantial field work (majority of the time) and it is typically more efficient for the incumbent to travel directly from home to the field work location.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent must maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively when dealing with the general public and other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to 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 with 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 matters at all times.

Conflict of Interest (COI) - This position is subject to COI 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.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Medical Surveillance and Respiratory Protection Program – Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

Travel - The incumbent is required to travel throughout California by various methods of transportation.

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 Equal Employment Opportunity Office.)

Employee Signature

Date

Employee's Printed Name – Classification

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

Supervisor's Printed Name – Classification