

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
Los Angeles IMPACT Task Force
419-872-8522-XXX
Vacant

JOB TITLE: Senior Special Agent In-Charge (Working Title - Executive Director)

STATEMENT OF DUTIES: Under the general direction of the Director and Assistant Director, Bureau of Investigation, the Senior Special Agent In-Charge (SSAC) is responsible for the overall operation of the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT). L.A. IMPACT is a Joint Powers Authority (JPA) under California Government Code Section 6500 (See attached Joint Powers Agreement signed June 04, 2012) with 45 members.

SUPERVISION RECEIVED: For administrative purposes, reports directly to the Director and Assistant Director of the Bureau of Investigation. Operationally, takes direction from the L.A. IMPACT Executive Committee comprised of 13 law enforcement executives, to include the Director, Bureau of Investigation or DLE Chief.

SUPERVISION EXERCISED: Supervises various sworn and non-sworn positions as needed. L.A. IMPACT has 11 separate enforcement groups comprised of federal, state and local law enforcement personnel from 24 agencies collocated at L.A. IMPACT Headquarters, Pasadena Air Operations and Bracket Field (City of LaVerne).

TYPICAL PHYSICAL DEMANDS: See attached.

TYPICAL WORKING CONDITIONS: The SSAC will work in a general office environment, or in a field environment, that may include remote crime scenes, harsh weather conditions, irregular hours, and statewide travel.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

35% Plans, organizes, directs, and evaluates the daily enforcement operations and programs while making recommendations to the Director and L.A. IMPACT Executive Committee regarding staffing, equipment, and the budget. Monitor over 90 Task Force personnel from 24 federal, state and local law enforcement agencies to ensure compliance with applicable state and federal laws, L.A. IMPACT Policy and Procedure Manual and guidance set forth by Memorandum of Understanding (MOU) with participating federal law enforcement agencies.

- 25% Directly supervises one Assistant Director and four Deputy Director managers at the rank of Lieutenant or federal ASAC who evaluate the performance of ten Special Agent Supervisors, Sergeants, federal Supervisors and Supervisory Detectives assigned to the Task Force. Conduct weekly, monthly and quarterly meetings/training with staff, legal counsel and executive committee members to ensure that L.A. IMPACT is acting in accordance with the needs of the Los Angeles County Police Chiefs as set forth by the Joint Powers Agreement.
- 20% The Senior Special Agent in Charge (Executive Director) will prepare and submit the annual budget of the Joint Powers Authority (JPA) to the Board of Directors prior to July 1st of each year for the next succeeding fiscal year. The SSAC approves all expenditures within the approved budget in accordance with the rules, policies and procedures adopted by the Board. Be familiar with the various funding sources for L.A. IMPACT expenditures and their conditions and regulations, to include various grants and state/federal asset forfeiture awards.
- 10% Represents L.A. IMPACT to various entities, including various local, state, federal, and international law enforcement agencies, federal grant administrators, elected officials, media, and other government agencies. Negotiates service contracts with various government agencies and vendors on behalf of L.A. IMPACT. Conducts public meetings of the JPA in accordance with the Brown Act.
- 5% Ensures compliance with laws, rules, DLE special orders, memorandums and policies by the DOJ staff under direct command. Coordinates with CA DOJ task force SAS/Task Force Commanders statewide and manages the Clandestine Laboratory Enforcement Program (CLEP), to include equipment purchases and medical monitoring.

MARGINAL FUNCTIONS:

- 5% Represents the Bureau and Department at meetings with other law enforcement agencies, the press, and the public in the area of responsibility.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date