



## POSITION DUTY STATEMENT

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| <b>Division:</b> Investigations Division                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Classification Title:</b> 8539 Supervising Investigator I |
| <b>Branch:</b> Investigations Branch                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Working Title:</b> District Supervisor                    |
| <b>Unit:</b> Van Nuys District                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Tenure/Timebase:</b> Permanent Fulltime                   |
| <b>Position City:</b> Van Nuys                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Position County:</b> Los Angeles County                   |
| <b>Position Number:</b> 331-8539-002                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>CBID/Bargaining Unit:</b> S07                             |
| <b>Conflict of Interest Classification:</b> Yes<br><br>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. |                                                              |
| <b>Medical Evaluation:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Bilingual Language:</b> Unknown                           |
| <b>Sensitive Position:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DMV Employee Pull Notice:</b> Yes                         |
| <b>Fingerprint/Live Scan:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Professional License:</b> No                              |
| <b>Work Week Group:</b> E                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Effective Date:</b> 02/01/2022                            |

**Direction Statement and General Description of Duties:** In accordance with Penal Code Section 13651, the incumbent shall conduct their duties with an emphasis on community interaction and collaborative problem solving. In accordance with Vehicle Code section 1655 and Penal Code section 830.3, and under the direction of Supervising Investigator II (Area Commander), in Region III, the Supervising Investigator I performs the following duties:

**Percentage and Essential/Marginal Functions:**

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| 40% | <b>(E)</b><br><br>Directing Investigations Plans, organizes, directs, and supervises the investigation unit within an assigned geographical area (district). Responsible for directing complex, |
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|     | <p>sensitive, and confidential cases for the division. Coordinates with other state, federal, and local law enforcement agencies in mutual interest cases. Assists in effecting arrest, participates in search warrants, responds to DOJ stops as necessary. Participates in local programs, including enforcement, intelligence exchange, and instructional panels, may appear at speaking engagements within departmental guidelines.</p>                                                                                                                                                                                                                                                                                                     |
| 30% | <p><b>(E)</b></p> <p>Case Management Reviews for quality and accuracy all unit cases, recommending or initiating appropriate course of action. Interacts with other investigative unit supervisors to ensure efficient investigative performance and minimum duplication of effort. Determines the provisions of law committed to the department are being enforced in a positive and efficient manner. Evaluates individual performance, workload input and backlog, suggests adjustments necessary to achieve optimum utilization of unit objectives. Dictates and prepares memorandums, reports, and other correspondence as required.</p>                                                                                                   |
| 15% | <p><b>(E)</b></p> <p>Personnel Management Recruits, trains, and evaluates through the use of probation and annual appraisals of direct reporting staff to ensure investigative services are being performed efficiently and effectively. Identifies and resolves employee performance problems by providing coaching to improve performance and productivity. Monitors and assesses the training and development needs of reporting staff. Plans and organizes the specified training programs, including periodic firearms proficiency training. Directs background investigations on applicants for employment in accordance with the rules and regulations of the department and the Commission on Peace Officer Standards and Training.</p> |
| 10% | <p><b>(E)</b></p> <p>Backup to Area Commander Assists the Area Commander in monitoring the workload budget, determines and requests material resources, including furniture, office equipment, and special investigative devices. Acts in the absence of the Area Commander when required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5%  | <p><b>(M)</b></p> <p>Other Duties Performs all other job-related duties as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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| <b>Supervision Received:</b> The Supervising Investigator I reports directly to the Supervising Investigator II (Area Commander), but may receive direction from the Deputy Chief or Chief.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Supervision Exercised and Staff Numbers:</b> The Supervising Investigator I is responsible for the direct supervision of an Office Technician, a Special Investigator Assistant, and 7 or more Investigators in the district.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Physical Requirements:</b> The equipment and work aids used consist of: vehicle police radio, safety equipment, e.g., shotgun, semi-automatic duty weapon, badge, handcuffs, handcuff case, flashlight (heavy duty), soft body armor, ammunition, holster, kubaton, and chemical agents, ASP, battering ram and Haligan tool. Work both indoors and outdoors. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. May occasionally be exposed to toxic materials or chemicals. While driving, the employee is exposed to dust and fumes. During quarterly weapons qualifications, exposed to gun powder and fumes and periodic tear gas training. May be exposed to crisis/trauma situations. |
| <b>Special Requirements:</b> The incumbent possesses or has corrected to possess best visual acuity in each eye. All incumbents must be able to hear the conversational voice. Must meet POST medical and psychological requirements. Knowledge of law enforcement principles, possess investigative abilities, demonstrate clear written and verbal communication.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Personal Contacts:</b> The Supervising Investigator I has contact with all levels of departmental staff and the public in person, by telephone, via e-mail, and mail as needed. The nature of these interactions may be general, confidential, sensitive, or informative.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

EMPLOYEE ACKNOWLEDGMENT

*I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)*

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE |
|---------------|--------------------|------|
|               |                    |      |

MANAGER/SUPERVISOR ACKNOWLEDGMENT



DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT

331-8539-002

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

| MANAGER/SUPERVISOR NAME | MANAGER/SUPERVISOR SIGNATURE | DATE |
|-------------------------|------------------------------|------|
|                         |                              |      |