STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

315-8611-001

Division: Investigations Division	**Classification Title**: 8611 Special Investigator Assistant
Branch: Special Operation Command Branch	**Working Title**: Special Investigator Assistant
Unit: Special Operations Command	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 315-8611-001	**CBID/Bargaining Unit**: R07
Conflict of Interest Classification: No 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.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 10/10/2023

Direction Statement and General Description of Duties: Under supervision of Special Operations Command Management, incumbent directly supports the activities and responsibilities of an area command, district office, headquarters units, and the activities specific to the Special Operations Command.

Percentage and Essential/Marginal Functions:

45%	**Information Gathering (E)** Maintain a tracking account of citizen complaints, a tracking account of management inquires. Conduct preliminary case work on assigned and unassigned (backlog) cases.

	Research suspect personal identifying information, suspect background history information, DMV driver license and vehicle registration records, and computer data. Create and maintain suspect files, identify repeat offenders, create timelines, create excel spread sheets, create photo lineups, run CLETS searches relating to DMV employee investigations, prepare interview notification letters for witnesses or victims, analyze Internal Analysis Unit data research, prepare interview packets, prepare criminal cases and administrative cases for filings.
25%	**Evidence gathering (E)** Assist the Office of Internal Affairs (OIA), with gathering, analyzing, verifying evidence to support OIA administrative action and OIA criminal prosecution against DMV employees, formulating charts to assist in the preparation of reports of investigation; load, transport, catalog and store evidence. Working close with the Supervising Investigator I, the SIA would assist in search warrant executions after the area is secured, assist with recording and gathering of evidence. Utilize recording equipment, and bilingual translation and ability to work through translator. Analyze telephone records pursuant to search warrants and administrative subpoenas. Gather information related to social media searches on DMV employees, family, suspects and associates to assist the lead investigator in locating a connection or pattern of criminal behavior.
20%	**Case Management (E)** Collect, organize and analyze documents related to Citizen complaints, Internal Affairs criminal investigative cases and administrative cases. Manage the SOC case intakes and distribution to proper district offices for investigation. Create data-related cases identified by management and distribute as needed.
5%	**Customer Contact (E)** Schedule appointments with witnesses and victims through telephone and written formats. Assist with in-person interviews. Accompany investigators to state and federal Public Integrity Prosecutor's, office for criminal filings.
5%	**Other duties (M)** Complete other job-related work duties as required.

Supervision Received: The SIA receives close supervision from the Supervising Investigator I and may receive direction from the Supervising Investigator II and Deputy Chief.

Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may guide other staff in completing task.
Physical Requirements:
Special Requirements: Will interact with departmental staff, Prosecuting Authority, as well as the public by telephone, email, in-person, and mail, as needed. Interactions may be general, confidential, sensitive, or informative.
Personal Contacts: Will interact with the Chief of Investigations, Duty Chiefs, other departmental managers and staff, interactions may be general, confidential and sensitive.

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

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

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Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
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Supervision Received:

POSITION DUTY STATEMENT

Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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