State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
Vacant	
CLASSIFICATION:	POSITION NUMBER:
Special Investigator Assistant	800-819-8611-002
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Community Care Licensing Division	Investigations Branch
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
John Rante	Supervising Special Investigator I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- [x] Designated under Conflict of Interest Code.
- [x] Duties require participation in the DMV Pull Notice Program.
- [ ] Requires repetitive movement of heavy objects.
- [ ] Performs other duties requiring high physical demand. *(Explain below)*
- [ ] None
- [x] Other *(Explain below)*

Appointment of the candidate is subject to reference checks and criminal record clearance.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

- [x] None
- [ ] Supervisor
- [ ] Lead Person
- [ ] Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of Community Care Licensing to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under direct supervision of the Supervising Special Investigator I (SSI I), the Special Investigator Assistant (SIA) conducts routine investigative tasks that include intake and referral processes as well as providing support to journey level investigators during complex investigations of community care facilities.

A. RESPONSIBILITIES OF POSITION:

30% Provides administrative assistance to the SSI I in such activities as case management reports, maintaining files and unit records, including evidence. Evidence control and processing California Law Enforcement Telecommunications System (CLETS) requests are regularly processed on assigned cases. In addition, the SIA assists with retrieval of critical information from CDSS databases (e.g. FAS, LIS, CMS/CWS, etc.) to begin the investigative process.

30% Completes required documentation, including logs and arrest transmittal reports. The SIA assists with file set-up, maintaining logs, databases, writing reports and filiing. There is regular contact with Investigations Branch staff, Regional Offices, the Caregiver Background Check Bureau and the Legal Division.

30% Completes routine assignments, including the following: obtaining police reports, medical reports, EMS reports, coroner's reports, verifying criminal dispositions, contacting subjects, serving subpoenas, following up on investigation plans, and writing reports. Daily contact with city, county, and private agencies is necessary to complete cases timely. The SIA assists investigators with arranging interviews of suspects, victims or witnesses. Also, the SIA may participate in facility visits and assist with reviews of records at the site.

05% Pays for requested records using a Cal-Card. Responsible for all reporting and record keeping of assigned CAL-Card.

05% Other duties as assigned.

B. SUPERVISION RECEIVED:

The SSI I provides direct supervision to the SIA. Supervision includes regular and consistent consultations and case reviews. As a part of the SIA training program, an Investigator will provide lead supervision as needed.

C. ADMINISTRATIVE RESPONSIBILITY:

SIA's are responsible for submitting regular reports and expense claims to the SSI I.

D. PERSONAL CONTACTS:

SIA's have frequent contacts with state licensing staff, community care facility personnel, and others involving high priority investigations assigned to IB. Frequent contacts also occur with state or county law enforcement officials.

E. ACTIONS AND CONSEQUENCES:

The SIA, while under close supervision, must exercise good judgement in all areas of investigations. Lack of appropriate judgement may jeopardize investigative effectiveness and relations with other state, county, and private parties responsible for the care and supervision of clients in community care facilities.

F. OTHER INFORMATION:

The Special Investigator Assistant must posses a valid driver's license and be able to travel to conduct investigative activities, maintain effective working relations with Departmental staff, other state departments and local agencies. Must be willing and able to work nights, weekends, and non-traditional business hours as needed due to operational needs.