Classification Title:	**Branch/Division/Bureau:**
Supervising Special Investigator I (Non-Peace Officer)	Enforcement Branch/Investigation Division
Working Title:	**Office/Unit/Section/Geographic Location:**
Supervising Investigator	Sacramento
Position Number (13 Digit):	**Conflict of Interest Position:**
413-143-8549-002	☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under general direction of the Supervising Special Investigator II (Regional Supervising Investigator), the Supervising Special Investigator I organizes and supervises a staff of Special Investigators and oversees the activities of other support staff in the Investigation Division's Regional Office. The incumbent will also be responsible to plan, coordinate, and participate in complex fraud investigations. Working irregular hours may be required including nights, holidays, and weekends. Some travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

35% Plan, organize, and supervise a team of Special Investigators to ensure investigations are conducted in compliance with applicable statutes, regulations, Division and departmental policies and procedures. Approve initial investigation plans and determine which cases should be referred to the legal staff for formal disciplinary proceedings and to prosecutors for criminal proceedings; make disposition of such cases within the Investigation Division; oversee Investigation cases to ensure steady progress towards completion by the setting and monitoring of goals and deadlines. Review investigative reports completed by Investigators; approve and/or instruct staff to correct reports as necessary, once finalized, approve informal closings of the investigation. Accompany Investigators in their field work and office interviews for training, oversight, and assessment of their effectiveness and efficiency. Participate in the most complex and/or difficult investigations.

25% Conduct on-the-job training programs including, but not limited to, classroom presentations and field work for Investigators. Serve as technical advisor to subordinate staff. Identify training needs of staff. Timely evaluate and complete

performance documentation of subordinates. Ensure compliance with Department, Division and Branch directives, policies, procedures or programs and proper administration of bargaining unit contracts. When necessary, confers and coordinates with appropriate departmental staff.

15% Review and approve administrative and criminal investigation cases for thoroughness in accordance with the Investigation Division's standards, policies, and procedures. Oversee the preparation of investigatory memorandums and reports of investigations. Oversee the proper handling of evidence.

10% Review and approve search warrant and arrest warrant affidavits. Oversee the search warrant and arrest warrant judicial review process. Coordinate arrest operations. Manage search warrant site operations. Conduct outreach with local law enforcement, the general public, and local, state, and federal prosecutors.

10% Meet with the general public and departmental staff as needed. Attend meetings, conferences, and training courses.

MARGINAL DUTIES

5% Prepare reports and/or complete assignments assigned to management. Make recommendations to management on technical and administrative functions.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be at least 21 years old
- Must be able to work in a law enforcement environment that includes the presence of firearms
- Must be able to lift, carry, or move objects up to 25 lbs.
- Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles
- Required to work both indoors and outdoors
- There is a reasonable expectation of contact with dangerous suspects
- Must be able to work in a high-rise building
- Appropriate dress according to the office environment
- Eligible for telework in accordance with CDI's Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

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 Health & Safety Analyst.)

_____

Employee Signature Date

_____
Printed Name

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

_____
Printed Name