STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

326-8539-003

Division: Investigations Division	**Classification Title**: 8539 Supervising Investigator I
Branch: Investigations Branch	**Working Title**: District Supervisor
Unit: Oakland	**Tenure/Timebase**: Permanent Fulltime
Position City: Oakland	**Position County**: Alameda County
Position Number: 326-8539-003	**CBID/Bargaining Unit**: S07
Conflict of Interest Classification: Yes 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: Yes	**Bilingual Language**: Unknown
Sensitive Position: Yes	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: E	**Date Approved**:

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 I, the Supervising Investigator I performs the following duties:

Percentage and Essential/Marginal Functions:

40%	**Directing Investigations (E)** Plans, organizes, directs, controls, evaluates and supervises the investigation unit within an assigned geographical area (district). Personally directs complex, sensitive and

	confidential cases; coordinates with other state, federal, and local 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; appears at speaking engagements within departmental guidelines.
30%	**Case Management (E)** Review for quality and accuracy, all unit cases, recommends or initiates appropriate course of action. Interacts with other investigative unit supervisors to ensure efficient investigative performance and minimum duplication of effort. Determines that those 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 and unit objectives. Dictates and prepares memorandums, reports and other correspondence as required.
15%	**Personnel Management (E)** Interview, select, hire, and train district personnel and for their subsequent development and progress. 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.
10%	**Backup to Area Commander (E)** Assist the Area Commander in monitoring the workload budget; determines and requests material resources, including furniture, office equipment and special investigative devices. Acts for the Area Commander when directed.
5%	**Other Duties (M)** Performs other job-related duties as required.

Supervision Received: The Supervising Investigator I is under direction of the Supervising Investigator II, but may receive direction from the Deputy Chief or Chief.
Supervision Exercised and Staff Numbers: Responsible for the direct supervision of an Office Technician, SIA, and gives direction to Investigators.

Physical Requirements: 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. Exposed to gun powder and fumes during quarterly weapons qualifications and periodic tear gas training. May be exposed to crisis/trauma situations.
Special Requirements: The employee must posses or have corrected to posses best visual acuity in each eye. All employees must be able to hear the conversational voice. Must meet POST medical andpsychological requirements. Knowledge of Law Enforcement principle, investigative ability, written and verbal communication.
Personal Contacts: Will interact with all levels of departmental staff as well as the public by phone, email, in person,and mail as needed. 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

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