SPEC: SENIOR SPECIAL INVESTIGATOR SERIES
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SENIOR SPECIAL INVESTIGATOR
Series Specification
(Established November 30, 2007)

SCOPE

This is a series specification that describes two classes that perform investigative work at the full journeyperson level.

Schem Code	Class Code	Class
VI90	8550	Senior Special Investigator
VI91	8551	Senior Special Investigator (Non-Peace Officer)

DEFINITION

BOTH CLASSES:

Under direction, either (1) to lead or review the work of a small staff of Special Investigators I or Special Investigators I (Non-Peace Officer) in the performance of field investigations; to detect or verify suspected violations of laws, rules, or regulations; to make difficult investigations; or (2) in an assigned major area, to have independent responsibility for an entire investigation program; or (3) to conduct the most difficult and complex investigations; or (4) in an investigatory or law enforcement program, to perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise; and to do other related work.

TYPICAL TASKS

BOTH CLASSES:

Act as the leader of a small staff of Special Investigators I or Special Investigators I (Non-Peace Officer); instructs, advises, and works with the staff in performing investigations of suspected violations of laws, rules, or regulations; interprets and explains the provisions of laws, rules, and regulations; locates and interviews persons, takes statements and depositions, and evaluates evidence; examines records, collects data, and reports facts; investigates complaints and makes character investigations; serves legal papers, files complaints, prepares cases, and appears as a witness in court or at administrative hearings; evaluates the performance of members of the staff and recommends appropriate action; reviews and evaluates reports; makes or participates in the more difficult criminal or confidential field investigations; works closely with and secures the cooperation of Federal, State, and local law enforcement agencies; may develop program investigation policies and procedures; and prepares reports and dictates correspondence.

SENIOR SPECIAL INVESTIGATOR

Incumbents in this class perform peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830 et. seq., and Government Code, Sections 20391 and 20393.

MINIMUM QUALIFICATIONS

BOTH CLASSES:

Either I

One year of experience performing the duties of a Special Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in the California state service.

Or II

Experience: Two years of experience in investigation work, at least one year of which involved complete responsibility for difficult and unusual cases. and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE, SKILLS, AND ABILITIES

BOTH CLASSES:

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedure; techniques of identifying, preserving, and presenting evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; interviewing techniques; duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; and principles and techniques of personnel management and supervision.

Skill in: Performing investigatory work; planning; and organizing and directing investigations.

Ability to: Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered; review and evaluate the work of others and give guidance and counsel in work methods and procedures; dictate correspondence and prepare reports; communicate effectively; establish and maintain cooperative relations with Federal, State, and local law enforcement agencies; and analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action.

SPECIAL PERSONAL CHARACTERISTICS

BOTH CLASSES:

Willingness to work odd and irregular hours in various locations

throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; and ability to qualify for fiduciary bond.

PEACE OFFICER STANDARDS

SENIOR SPECIAL INVESTIGATOR

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002(a)(7)requires psychological screening of applicants for peace officer classifications.

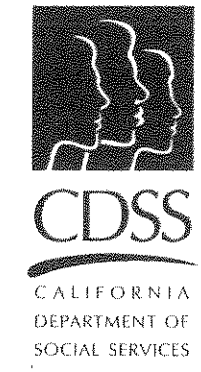
Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in this classification.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Senior Special Investigator	05/21/54	11/30/07	--
Senior Special Investigator (Non-Peace Officer)	11/30/07	--	--

Come work at CDSS where . . .

People come First!



Senior Special Investigator

EMPLOYMENT OPPORTUNITY

The Investigations Branch of the Community Care Licensing Division is seeking motivated and dedicated individuals interested in challenging peace officer positions under Penal Code Section 830.3(h). Investigations typically include work with children and adults in community care facilities who may be victims of sexual or physical abuse, elder abuse, questionable death or severe neglect. Additional assignments may include working with criminal record background clearances, agency attorneys and the field training program.

This is an opportunity to develop expertise in abuse investigations with specialized populations in community care.

The Investigations Branch is certified with the California Commission on Peace Officer Standards and Training.

Must currently be a state employee and eligible to lateral into a peace officer position.

Vacancy exists in Los Angeles.

Final File Date: **Until filled**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: For the Los Angeles Senior Special Investigator position call Gabriela Zuniga at 714-703-2837