

**OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
DUTY STATEMENT**

EMPLOYEE NAME:

POSITION NUMBER: 419-871-7500-xxx

JOB TITLE: Bureau Director, Bureau of Investigation

CLASSIFICATION: Career Executive Assignment (CEA), Level B

STATEMENT OF DUTIES: Under the general direction of the Assistant Chief of the Division of Law Enforcement (DLE), the Bureau Director is responsible for the management and administration of the Bureau of Investigation (BI). The Bureau Director sets goals and objectives; enforces Bureau policy and procedures; ensures compliance with all legal mandates and Department rules and regulations; meets budget, legislative, and Department mandates; and ensures a safe and harassment-free work environment. The Bureau Director is responsible for planning, organizing, and directing the work of the Special Agents and support staff to accomplish the goals of the Bureau's programs. The Bureau has approximately 170 sworn and 81 professional staff in regional offices throughout Sacramento, Dublin, Fresno, Los Angeles, Riverside, and San Diego.

The Bureau Director provides executive level oversight of the following investigative programs: Human Trafficking Sexual Predator Apprehension Teams (HT-SPAT); California Police Shooting Investigation Teams (CaPSIT); White Collar Investigative Teams (WCIT); Recycle Fraud Teams (RFT); Tax Recovery in the Underground Economy Task Forces (TRUE); Special Operations Units (SOU); Organized Retail Criminal Enterprise Teams (ORCE); Fentanyl Enforcement Program (FEP); Special Investigation Teams (SIT); Foreign Prosecution Law Enforcement Unit; Western States Information Network (WSIN); Eradication in Prevention of Illicit Cannabis (EPIC); DLE Aviation Program; Law Enforcement Intelligence Unit (LIEU); and various other interagency supported programs. As a peace officer, the incumbent must meet the requirements under Penal Code 830.1, 830.2, or 830.3, or the equivalent for federal or out-of-state law enforcement.

SUPERVISION RECEIVED: Under the direction of the DLE Assistant Chief.

SUPERVISION EXERCISED: Supervises Assistant Bureau Directors (ABD) and through the ABDs, indirectly oversees the Special Agents in Charge and administrative staff.

TYPICAL PHYSICAL DEMANDS: None.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed, windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 50% Plans, organizes and directs the Bureau programs that make up the Department's statewide criminal investigation and intelligence effort. Creates policy, procedures and guidelines on a statewide basis. This includes setting goals, priorities, and procedures for the efficient operation of the Bureau of Investigation to ensure it meets all legal, Department, division, legislative, and budget mandates. Monitors ongoing complex and sensitive intelligence collection matters.
- 20% Maintains continuous liaison with local, state, and federal law enforcement agencies; state agencies, the Legislature, and the Governor's Office; community and special interest groups; and federal government agencies. Maintains these agency contacts by attending conferences, speaking, telephone contacts, and hosting meetings consisting of various law enforcement officials to facilitate cooperation between agencies.
- 10% Maintains overall responsibility for the preparation and management of the Bureau's budget and for the recruitment, training, and disciplinary procedures involving both sworn and professional staff. Serves as the reviewing officer in disciplinary and grievance actions.
- 10% Represents the Department of Justice before the Legislature and committees by providing expertise in matters regarding law enforcement intelligence matters.
- 10% Directly supervises the ABDs. Performs other duties at the direction of the Office of the Chief.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date