



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

306-8610-011

Division: Investigations Division	Classification Title: 8610 Investigator
Branch: General Administration	Working Title: Investigator
Unit: Deputy Director	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 306-8610-011	CBID/Bargaining Unit: R07
Conflict of Interest Classification: No 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: 2	Effective Date: 09/04/2024

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 direction of the Sergeant (Supervising Investigator I), in Professional Standards Branch, this position is responsible for the following activities:
Percentage and Essential/Marginal Functions:



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40%	<p>Reviews / Edits / Approves Reports (E)</p> <p>Responsibilities include but are not limited to: Tracks areas of improvement for division personnel and works with training staff to make sure training programs are updated to reflect current laws/policies/requirements. Meets regularly with Legal Affairs Division personnel as well as division staff regarding specific case needs. Maintains electronic report files, assists in preparation of training curriculum for law enforcement personnel. Handle or assist staff with complex special assignments and/or reports concerning policies and/or procedures that relate to law enforcement and the Occupational Licensee Enforcement Program by providing research or supporting documentation to include appropriate legal statutes, department/division policies, other law enforcement agency practices, costing, statistics, recommendations, etc. May provide security and protection to departmental employees and property in cases of emergency and/or threat, locate and other official legal papers. May assist the Sergeant by leading or reviewing the work of other divisional personnel.</p>
35%	<p>Law Enforcement Training and Reports (E)</p> <p>Performs program and policy development and interpretation duties that specifically require investigatory or law enforcement expertise. Edits and presents training material for use by divisional representatives. Completes or assists staff with complex special assignments and/or reports concerning policies and/or procedures related to the perishable skills program by providing research or supporting documentation to include appropriate legal statutes, Department/Division policies, other law enforcement agency best practices, costing, statistics, recommendations, etc. Develop peace officer training courses, train staff, and evaluate to meet the current and emerging needs of INV staff and management. Ensure that all divisional personnel meet training requirements set forth by the CA Penal Code, CA Legislature, CA DOJ, the Commission on Peace Officer Standards and Training (POST). Keep abreast of technical procedures, laws, and teaching methods related to the training of sworn personnel.</p>
20%	<p>Research and Policy / Procedure (E)</p> <p>Conduct research and make recommendations regarding divisional policies and procedures. Assist with the development and revision of law enforcement related policies, procedures, and forms. Develop and deliver presentations related to newly created or revised policies. Assist with the training and implementation of new or revised policies and procedures.</p>
5%	



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Other Duties (M)

Act for the Sergeant when directed. Performs other job-related duties as required.

Supervision Received: The Investigator is under the direction of the Supervising Investigator I, but may receive direction from the Supervising Investigator II, Deputy Chief or Chief.

Supervision Exercised and Staff Numbers: Does not provide supervision to others but may assist as a lead or mentor guiding other staff in investigative assignments.

Physical Requirements: The equipment and work aids used consist of: vehicle police radio, safety equipment, e.g., shotgun, semiautomatic duty weapon, badge, handcuffs, handcuff case, flashlight (heavy duty), soft body armor, ammunition, holster, kubaton, and chemical agents, ASP, battering ram and haligan tool.

Special Requirements: The incumbent must possess or have corrected to possess best visual acuity in each eye. All incumbents must be able to hear the conversational voice. Must meet POST medical and psychological requirements.

Personal Contacts: The Investigator will interact with departmental staff and the public in person, by telephone, via e-mail, and by mail as needed. The nature of these 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.)



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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