

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Special Investigator	OFFICE/BRANCH/SECTION Independent Office of Audits and Investigations	
WORKING TITLE Special Investigator	POSITION NUMBER 900-097-8612-004	REVISION DATE 12/17/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of a Supervising Special Investigator I, the incumbent will perform at a full journeyman level of this series in conducting administrative investigations; responsible for all facets of investigative work, including planning, performing, completing and reporting the results of the investigation; provide technical assistance, guidance and training to others; cooperate with and secure the assistance of federal, state and/or local law enforcement; testify at the State Personnel Board hearings; provide statewide ethics and investigation training. This position requires a high degree of confidentiality, responsibility, and sensitivity.

CORE COMPETENCIES:

As a Special Investigator, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity, Pride)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	Under the supervision of a Supervising Special Investigator I, the incumbent will be conducting and/or assisting with complex, critical and sensitive statewide administrative investigations of alleged misconduct by Caltrans employees suspected of violating laws, rules, policies or regulations; obtaining, verifying, and presenting evidence to support administrative action and/or exonerating the alleged misconduct; formulating/developing investigative plans, travel as necessary, identifying and interviewing witnesses; confronting persons suspected of violations with evidence and evaluating their responses; conducting and completing investigations; maintaining and updating accurate investigation case files; preparing clear, concise, and accurate documents and reports in detailing and supporting investigation activities and findings.
20%	E	Maintain up-to-date case records and monthly activity reports; provides technical assistance, guidance and training to others; conduct peer review of other Special Investigator's investigative documents and reports; cooperate with and secure the assistance of federal, state, and local law enforcement agencies; communicate the investigative findings to the appropriate level of Caltrans' management, and to other parties on a "need to know" basis. Take necessary measures to protect the confidentiality of all investigative documents and reports.
20%	E	Testify at the State Personnel Board hearings; provide statewide ethics and investigations training; assist with the Caltrans Ethics Hotline reported concerns.
10%	M	Perform other required tasks as necessary; attend meetings; complete time reports, travel reports, attend training.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise others. The incumbent works independently in the performance of investigations or with other assigned auditors or investigations staff when performing IOAI activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

1. Investigative techniques and procedures.
2. Rules of evidence, State Personnel Board Hearings.
3. Principles and/or experience/background in investigations, criminal justice, law enforcement, criminology, police science and/or educational background in criminal justice, law enforcement, criminology, police science, administration of justice, business, or public administration.
4. Interviewing techniques.
5. Duties of Federal, State and local law enforcement agencies.
6. Provisions of the laws, rules, or regulations enforced or administered.
7. Principles and techniques of personnel management and supervision.

Ability to:

1. Interpret and apply laws, rules, policies, and regulations to specific situations.
2. Gather and analyze facts and evidence.
3. Reason logically, draw valid conclusions.
4. Communicate effectively, express information clearly, concisely and effectively in oral form and to listen effectively and with comprehension.
5. Perform effective interviews and interrogations.
6. Confront others with evidence of misconduct and evaluate responses.
7. Analyze situations accurately; assess facts and circumstances with objectivity, fairness, without bias and with sound judgement; separate essential and relevant information from irrelevant information.
8. Prepare written documents and accurate detailed investigation reports clearly and concisely.
9. Follow written and oral instructions.
10. Direct, assist and participate in investigations and interviews effectively.
11. Define a problem, identify alternative solutions, assess the merits of solutions and come to an appropriate decision, and act effectively accordingly.
12. Develop, organize, prioritize, and manage multiple case investigations, investigative plans, and other assignments or tasks.
13. Effectively manage time and projects.
14. Review and evaluate the work of others; provide guidance and constructive feedback.

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15. Maintain confidentiality of all information gathered.
 16. Operate a computer at a level sufficient to prepare documents according to office standards (Word, Excel), communicate by e-mail, and conduct research within the departmental (Intranet required, and other systems helpful) and internet venues.
 17. Establish and maintain cooperative working relationships with federal, state, local law enforcement agencies, and others.
 18. Deal with difficult people, and perceive and react sensitively to the needs of others.
 19. Work harmoniously with staff, superiors, all levels of Caltrans' management, and external parties.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper resolution of complaints could result in loss of misuse of state assets and resources, failure to hold culpable employees accountable for their actions, non-compliance with policies, procedures, rules, laws and regulations, adverse publicity, and legal liability and/or litigation involving the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent communicates orally and/or in writing with IOAI staff and management, Caltrans management and staff in all districts/programs, management and staff of other governmental and law enforcement agencies, members of the legislature and their staff, persons with the executive branch of state government, and the general public and has contact with a wide variety of people including complainants, subjects, witnesses, and key external contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time using a laptop, video display monitor(s), cell phone, keyboard, and mouse. The work may occasionally require bending, kneeling, and lifting up to 15 pounds. The incumbent may need to stand for long periods of time while presenting or facilitating. Requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice. The incumbent must be able to interact in a diverse workforce environment and work together in a cooperative and collaborative manner. The incumbent must comply with professional standards of conduct and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

This position is designated as "remote-centered," which means the incumbent may work 50 percent or more of their time from an approved alternate work location. Employees are expected to be connected and readily available for video calls, meetings, or group sessions as if they were in the office. The incumbent may be required to report to the Sacramento office without advance notice to meet operational needs. Commute expenses to the office are the responsibility of the incumbent unless specified otherwise in CalHR regulations, applicable bargaining unit contract provisions, or Caltrans's telework policy.

While in the office, the incumbent will work in a climate-controlled office building under artificial lighting. There may be occasional fluctuations in building temperature. The incumbent will generally work between the hours of 7:00 am and 6:00 pm. Meetings or other events, such as public meetings or recruitment events, may occasionally require working hours other than those stated. Travel related to the incumbent's duties which could require extended hours of work and/or overnight or multiple-day trips may be required.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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