

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Investigator	Investigator
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-328-8610-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Central Enforcement Unit	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Investigation Division	Supervising Criminal Investigator I
BRANCH:	REVISION DATE:
Policy, Accountability and Compliance Branch	6/29/2021
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
<ul style="list-style-type: none"> •The position requires that the incumbent possesses a valid California Driver's License •Travel and investigative activities could be anywhere in the State of California and possibly out-of-State if so designated and authorized by the Investigation Division (ID) Chief •Assignments range from desk and computer work to outdoor activities in potentially extreme weather conditions •May require flexible/irregular working hours •The position requires that the incumbent successfully passes medical screening •Incumbents shall possess a Commission on Peace Officer Standards & Training (POST) Regular Basic or Specialized Investigators' Basic Course Certificate or obtain one within the first 24 months of hire •Successful completion of the in-house Field Training Program is required within the first 12 months of hire •Medical Examination Requirement – pursuant to Government Code Section 1031 •Psychological Screening – pursuant to Government Code Section 1031(f) and POST Regulation 1002(a)(7) •Minimum age requirement at time of appointment is 21 years •Penal Code and/or Employment Development Department (EDD) policy requires Peace Officers in the State of California be subject to a background check, subsequent arrest notifications, and DMV pull notices •Felony Disqualification – pursuant to Government Code Section 1029 •Firearm Conviction Disqualification •POST Training Requirements – pursuant to Penal Code Section 832 •The Investigator must participate in and have satisfactory completion of Continuing Professional Training (CPT) of 24 or more hours of POST-qualifying training during an every two-year CPT cycle, based on a permanent CPT anniversary date 	
3. DUTIES AND RESPONSIBILITIES OF POSITION	

Summary Statement:

(Briefly describe the position's organizational setting and major functions)

Under the direction of the Supervising Criminal Investigator (SCI) I, SCI II, or Chief of the ID, the Investigator is responsible for performing all aspects of a thorough criminal investigation. Responsibilities include identifying activities to assist the program deputies addressing upfront system enhancements to prevent, detect, and deter fraud; and conducting felony criminal investigations of Unemployment Insurance Code violations and related statutes, both State and federal, initiated by the ID, District Attorney's Office, United States Attorney's Office, or other law enforcement agencies.

The Investigator is also responsible for investigations involving allegations of staff misconduct, embezzlement, extortion, theft, misuse of State property, forgery, internal threats, external threats, and security involving EDD employees or property.

To perform these investigations, the Investigator is required to: conduct surveillances and/or undercover operations; carry out skip tracing activities; locate, interview, and interrogate informants, witnesses, and suspects; develop and serve search warrants on multiple premises, businesses, vehicles, etc.; conduct searches and seizures of computers; gather and preserve evidence; provide technical assistance to local, State, and federal law enforcement agencies; write the report of investigation detailing the crime committed, facts of the case, witnesses, and exhibits of proof; make arrests; and testify in court.

Travel and investigative activities could be anywhere in the State of California and possibly out-of-State if so designated and authorized by the ID Chief.

Percentage of Duties

Essential Functions

35%

The incumbent is a Peace Officer as defined in Section 830.3(q) of the California Penal Code when performing primary duties for the EDD. The Investigator performs a full range of Peace Officer duties.

The Investigator works independently under the direction of the SCI I to conduct criminal investigations and performs the following duties and responsibilities that could be in an environment of physical risk and danger:

Criminal Investigations:

Conducts felony criminal investigations of Unemployment Insurance Code violations and related statutes, both State and federal, initiated by the ID, District Attorney's Office, United States Attorney's Office, or other law enforcement agencies;

- Acts as the representative of the ID to the Judicial District(s) in the assigned area and as a liaison to federal, State, and local law enforcement agencies on criminal investigations of mutual concern to the Department and other agencies;
- Identifies, locates and interviews informants, witnesses, and/or suspects to gather evidence in support of criminal prosecution;
- Performs surveillance and/or undercover operations utilizing surveillance and electronic evidence gathering equipment to detect criminal violations;
- Obtains and examines evidence to verify suspected violation of the California Unemployment Insurance Code, or provision of federal, State, and/or local laws, rules, or regulations; and

<p>20%</p>	<ul style="list-style-type: none"> ● Makes physical arrests. <p>Report /Case Preparation:</p> <p>Identifies and assembles relevant documentation and facts into a detailed record of the facts concerning the investigation including physical evidence and witness statements.</p> <ul style="list-style-type: none"> ● Prepares clear, concise, accurate, and timely reports detailing investigation activities and findings; ● Identifies the proper prosecuting authority to present investigating findings and presents case to prosecutors for issuance of a criminal complaint; and ● Examines records, field office documents, criminal history files, skip-traces, obtains copies of claim records, obtains documents which are related to establishing the probable cause for the suspect's behavior and actions.
<p>20%</p>	<p>Case Management:</p> <p>Monitors progress of criminal cases filed, and renders assistance to the prosecuting authorities when required.</p> <ul style="list-style-type: none"> ● Obtains dispositions of criminal cases filed and closes the cases in accordance with the ID Operating Procedures; ● Locates subjects and serves outstanding warrants for failure to appear on criminal complaints filed; and ● Requests dismissals of cases which have been outstanding for an extended period of time.
<p>10%</p>	<p>Hearings and Trial:</p> <p>Testifies as a Department witness or as a subject-matter specialist for prosecutors at preliminary hearings, jury trial, grand jury hearings, or other types of hearings.</p> <ul style="list-style-type: none"> ● Arranges for the appearance of prosecution witnesses and ensures the availability of evidence required; and ● Appears and testifies to criminal investigations and violations in State and federal courts as required.
<p>10%</p>	<p>Search Warrants:</p> <p>Prepares and serves search warrants as lead Investigator or as a subject-matter specialist.</p> <ul style="list-style-type: none"> ● Develops facts sufficient to support probable cause for issuance of a search warrant; ● Conducts searches of suspects' financial records during the service of search warrants; ● Conducts interviews of suspects and/or witnesses during the service of search warrants; ● Seizes relevant evidence pursuant to the search warrant guidelines;

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	<ul style="list-style-type: none"> ● Stores seized evidence adhering to chain of custody requirements; ● Presents a return to the search warrant to the issuing court jurisdiction; and ● Prepares for return of evidence, and or destruction, at case conclusion.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned, including, but not limited to: <ul style="list-style-type: none"> ● Provides technical assistance and research; ● Formulates and conducts training to departmental personnel or law enforcement agencies; ● Assists the SCI I in training new Investigation personnel; and ● Attends training courses as required by POST.
4. WORK ENVIRONMENT (Choose all that apply)	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: Driving: Occasionally – activity occurs < 33%; Use of a computer – activity occurs 33% to 66%	
Type of Environment:	
<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers:	
<input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input checked="" type="checkbox"/> Other: May need in-person or phone interaction during the course of an investigation.	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
None	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement:	
<i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	
Supervisor's Signature:	Date:
7. HRSD USE ONLY	
Personnel Management Group (PMG) Approval	

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<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	6/9/2021
<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p><i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i></p> <p>List any Reasonable Accommodations made:</p>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file