



**DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT**

339-8610-026

**ACTIVE**

CURRENT  
 PROPOSED

1. DIVISION Investigations Division		2. REGION OR BRANCH Region III	
3. REPORTING UNIT NAME LA Metro District Office		4. POSITION CITY Los Angeles	
5. CLASSIFICATION TITLE Investigator		6. WORKING TITLE Investigator	
7. POSITION NUMBER 339-8610-026		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R07	10. WORK WEEK GROUP 2	11. TENURE Permanent / LT	12. TIME BASE Full time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)?  Yes  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.

14. CPC ANALYST APPROVAL <b>J. Jones</b>	15. DATE APPROVED <b>9/20/2019</b>
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Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

**16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES**

Pursuant to and under authorization of Vehicle Code section 1655 and Penal Code section 830.3, and under direction of the District Supervisor (Supervising Investigator I), this position requires field work greater than 50% and is responsible for the following activities

**17. ESSENTIAL/MARGINAL FUNCTIONS**

Relative % of time required  
(in descending order)

- 45% **Conducting Investigations (E)**  
Responsibilities include, but are not limited to, conducting investigations to detect or verify suspected violations of provisions, rules or regulations; obtaining and verifying evidence; determining type of case and developing an investigative plan; developing field operation plans and safely executing them; performing undercover assignments and surveillance operations; providing technical assistance and training to law enforcement agencies and others; making arrests; cooperating with and securing the assistance of other law enforcement agencies; preparing documents and reports detailing investigation activities and findings. May provide security and protection to departmental employees and property in cases of emergency and/or threat; locate and interview witnesses and persons suspected of violations; obtain and present facts and evidence to support administrative actions or prosecutions; serve subpoenas, inspection warrants, search warrants, and other official legal papers. May lead or review the work of a small staff of Investigators in the performance of field investigations; have independent responsibility to oversee an entire investigative operation or project; independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments, or in an investigatory or law enforcement program. Perform program and policy development and interpretation duties that specifically require investigatory or law enforcement expertise.
- 40% **Reports (E)**  
Provides direct investigative, witness and advisory assistance to federal, state and local law enforcement agencies, prosecutors, department legal staff, allied regulatory agencies, by preparing, gathering and presenting reports and evidence for use in criminal and administrative legal



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proceedings; serves legal papers. Effects arrests of criminal suspects or assists in such arrest as required; issues misdemeanor and registration violation citations; responds to DOJ stops.

10%

### **Collateral Duties (M)**

May have a collateral duty assignment(s), including but not limited to assisting the Office of Internal Affairs in assignments emanating from or approved by the Chief, including investigations of employee misconduct, burglary or robbery of field offices, tampering with official record systems, and other special cases of a criminal nature; conducting background investigations on applicants selected for employment in accordance with rules and regulations of the department and the Commission on Peace Officer Standards and Training; participating in and/or assisting with the Computer Forensics Team (CFT) which is responsible for the identification, collection, examination, and presentation of electronically stored information, as evidence; Field Training Officer (FTO) relevant to specific performance objectives and various other types of field training that the trainee will need to know to become a successful investigator; Defensive Tactics Trainer (DETAC) including, but not limited to levels of force; weapon retention; pain compliance techniques, handcuffing techniques and control holds; team & individual communication; dealing with multiple subjects; officer rescue; and liability issues; Range Master - Preparing training aids, coaching methodologies, diagnosing and correcting shooters' errors, gun handling techniques designed to work under stress, proper handling/operation of various weapons, and effective, efficient combat marksmanship techniques; Academy Liaison - Mentor to recruits: Assist with onboarding process, attend events, inspections, graduation, assist with remedial training, prepare paperwork: i.e. TECs, performance appraisals, bi-monthly reports for the deputy chief; and acts for the District Supervisor when directed.

5%

### **Other Duties (M)**

Performs other duties as required.



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### 18. SUPERVISION RECEIVED

The Investigator is under direction of the Supervising Investigator I, but may receive direction for the Supervising Investigator II, Deputy Chief, or Chief. □

### 19. SUPERVISION EXERCISED AND STAFF NUMBERS

Does not provide supervision to others, but may work as a lead / mentor, guiding other staff in completing tasks. □

### 20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Equipment and work aids used consist of: vehicle police radio, safety equipment, e.g., shotgun, semi-automatic duty weapon, badge, handcuffs, handcuff case, flashlight (heavy duty), soft body armor, ammunition, holster, kubaton, and chemical agents, ASP, battering ram and Haligan tool. Work both indoors and outdoors. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. May occasionally be exposed to toxic materials or chemicals. While driving, the employee is exposed to dust and fumes. Exposed to gun powder and fumes during quarterly weapons qualifications and periodic tear gas training. May be exposed to crisis/trauma situations. □

### 21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The employee must possess or have corrected to possess best visual acuity in each eye. All employees must be able to hear the conversational voice. Must meet POST medical and psychological requirements. Knowledge of Law Enforcement principle, investigative ability, written and verbal communication.

### 22. PERSONAL CONTACTS

Will interact with departmental staff as well as the public by phone, email, in person, and mail as needed. Interactions may be general, confidential, sensitive, or informative.



**DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT**

339-8610-906

**ACTIVE**

CURRENT  
 PROPOSED

1. DIVISION Investigations Division		2. REGION OR BRANCH Region III	
3. REPORTING UNIT NAME LA Metro District Office (Admin Funded)		4. POSITION CITY Los Angeles	
5. CLASSIFICATION TITLE Investigator		6. WORKING TITLE Investigator	
7. POSITION NUMBER 339-8610-906		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R07	10. WORK WEEK GROUP 2	11. TENURE Permanent / LT	12. TIME BASE Full time

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14. CPC ANALYST APPROVAL <b>J. Jones</b>	15. DATE APPROVED <b>10/1/2019</b>
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