

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SPECIAL INVESTIGATOR	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO	
WORKING TITLE SPECIAL INVESTIGATOR	POSITION NUMBER 701-001-8612-xxx	EFFECTIVE DATE 5/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Supervising Special Investigator, and an Assistant Chief Counsel this position is an investigator for the Legal Division and will be responsible for the most sensitive and complex investigations, detecting or obtaining evidence by employing the most appropriate investigative techniques in defense of lawsuits and claims against the Department; in addition the Special Investigator is responsible for establishing procedures and other recommendations to management to ensure the accountability and integrity of the investigative process. This position does not have peace officer authority pursuant to Penal Code Section 830 et seq.

TYPICAL DUTIES:

Percentage		Job Description
35%	E	Plan, organize and conduct complex, civil, field and administrative investigations to detect or gather evidence in defense of lawsuits and claims against the Department. Identify, gather, assemble, evaluate and preserve statements, affidavits, and other evidence for use in administrative legal action. Develop and gather physical, documentary, and testimonial evidence and coordinate its analysis in preparation for submission of findings to administrative and judicial forums.
30%	E	Prepare concise detailed reports of the events of an administrative or field investigation for use in administrative actions, temporary restraining orders and court actions. Serve subpoenas, adverse actions, and other legal documents. Contact, interview, and take statements of individuals and representatives of business or governmental organizations to detect or verify suspected violations of civil law. Prepare witness summaries. Assist attorneys in preparing and presenting cases and testifying at a variety of hearings and trials. Maintain accurate electronic and/or hard copy master investigation case files.
25%	E	Develop systems and documentation to ensure the accountability, fairness, and transparency of the investigative process. Collect and develop evidence nationwide while preserving chain of evidence. Provide coordination and training on investigative tactics to Legal Division personnel and other Department representatives at statewide conferences.
05%	M	Conduct surveys, studies, and analysis to monitor consistency and compliance with the Department's Mission and Vision at the request of Legal Division management.
05%	M	Provide risk management and conduct risk management studies to provide information to implement change to policies to ensure the mitigation of risks to the Department in litigation matters.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures. Remain current on

ADA Notice

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changes in law regarding confidentiality and admissibility of evidence; service of legal process; interviewing techniques; knowledge of Skip-tracing (ability to locate hard to find individuals in and out of the State of California; the duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; principles and techniques of personnel management and supervision.

Ability to: Perform investigatory work; plan, organize, and direct investigations; interpret and stay abreast of changes to the law and identify the applicable legal code or mandate. Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback; establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies and others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee deals with confidential information and if the employee improperly uses or discloses the information civil laws can hold the employee personally responsible. The employee is the first line contact with the general public in many cases. Failure to conduct and record investigations properly adversely affect the department's public image and result in major financial losses for both the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

The incumbent must consult with all levels of staff in the Legal Division and other administrative programs; have a wide variety of contacts with court staff, judges, departmental staff, private industry, and other governmental agency representatives. Employee has constant contact with private citizens as a representative of the Legal Division. Employee is expected to be respectful, considerate, and professional to those people they contact and work with on a daily basis.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet short deadlines. Ability to work on a keyboard; manual dexterity; sitting for long periods. Must be able to stoop, kneel, or bend and routinely lift and move large or cumbersome court exhibits from one location to another.

SPECIAL REQUIREMENTS

Minimum age for appointment is 21 years; possession of a valid California driver's license.

DESIRABLE QUALIFICATIONS

Possess basic computer and technological skills, such as word processing, Internet, email, recording devices, cameras, video recorders; experience in working with clients in a professional, competent manner; possess tact, emotional stability, maturity.

SPECIAL PERSONAL CHARACTERISTICS

Ability to prioritize multiple, changing assignments within short deadlines with limited supervision; aptitude for investigation work; ability to be flexible; willingness to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; possess tact, emotional stability, maturity and the ability to maintain confidentiality; ability to work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; ability to work effectively under pressure.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. This position does allow for limited autonomy, however, investigators are expected to remain in regular contact with immediate supervisor via telephone and electronic calendar access when working in the field or otherwise not available in the office.

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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