

# Supervising Special Investigator II Series

## California State Personnel Board Specification

Series established November 30, 2007

### Scope

This is a series specification that describes two classes that supervise a staff of Special Investigators performing investigative work.

Supervising Special Investigator II Series Specification - Class Titles and Codes

<b>Schem Code</b>	<b>Class Code</b>	<b>Class</b>
VI70	8547	Supervising Special Investigator II
VI71	8545	Supervising Special Investigator II (Non-Peace Officer)

### Definition

#### Both Classes:

Under direction, either (1) in a major administrative area, to direct a large staff in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist the chief investigator in planning and directing a statewide investigation program, and to act for the chief in his/her absence; and to do other related work.

### Distinguishing Characteristics

#### Both Classes:

Employees in this class are typically the administrators of an investigation program in a major administrative area of a State department, with responsibility for coordination and review of the work of first-line supervisors.

### Typical Tasks

#### Both Classes:

Plans, organizes, and directs the work of a staff in the investigation of suspected violations of provisions of laws, rules, or regulations; works with and secures the cooperation of Federal, State, and local law enforcement agencies; evaluates the performance of staff members and takes appropriate action; makes inspections of the physical security of local offices and equipment and recommends any necessary action; advises departmental personnel in methods of fraud detection; develops and maintains a working relationship with judges, prosecutors, employers, and unions; assists the chief special investigator in planning and directing a statewide investigation program, and acts for the chief in his/her absence; reviews and evaluates reports; directs or participates in the more difficult or confidential field investigations; and prepares reports and correspondence.

## **Supervising Special Investigator II**

Incumbents in this class perform peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830 et. seq., and Government Code, Sections 20391 and 20393.

## **Minimum Qualifications**

### **Both Classes:**

#### **Either I**

One year of experience performing the duties of a Supervising Special Investigator I or a Supervising Special Investigator I (Non-Peace Officer) in the California state service.

#### **Or II**

Two years of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California state service.

#### **Or III**

Experience: Three years of experience in investigation work, at least two years of which shall have been in a supervisory capacity. and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **Knowledge, Skills, and Abilities**

### **Both Classes:**

Knowledge of: Investigation techniques and procedures, and directing others in the performance of investigatory work; rules of evidence and court procedure; principles of identification, preservation, and presentation of evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; principles and techniques of personnel management and supervision; supervising a staff of investigators; interviewing techniques; duties of Federal, State, and local law enforcement agencies; interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Skill in: Planning, organizing, and directing investigations.

Ability to: Direct others in the performance of investigatory work; interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered; supervise a staff of investigators; dictate correspondence and prepare reports; communicate effectively; establish and maintain close working relationships with persons and agencies; analyze situations accurately; think and act quickly in emergencies, and identify and take corrective administrative action on specific problems; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **Special Personal Characteristics**

### **Both Classes:**

Willingness to work irregular hours and overtime in various locations throughout the State; tact; keenness of observation; good memory for names, faces, and incidents; and ability to qualify for a fiduciary bond.

## **Peace Officer Standards**

## **Supervising Special Investigator II**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

**Firearms Requirement:** Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.

**Background Investigation:** Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Psychological Requirement:** Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in this classification.

## **Class History**

Supervising Special Investigator II Series History - Dates Established, Revised, and Title Changed

<b>Class</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Title Changed</b>
Supervising Special Investigator II	12/03/1954	11/30/2007	--
Supervising Special Investigator II (Non-Peace Officer)	11/30/2007	--	