



STATE OF CALIFORNIA

**DEPARTMENT OF DEVELOPMENTAL SERVICES** 

# JOB OPPORTUNITY BULLETIN SUPERVISING SPECIAL INVESTIGATOR I

SALARY RANGE	SALARY RANGE: \$5,369 - \$6,802 per month*  *The salary indicated above does not reflect the 4.62% salary reduction to facilitate the Governor's Personal Leave Program
TENURE/TIME BASE	Permanent/Full-Time
PROGRAM/DEPARTMENT	Office of Protective Services
FINAL FILING DATE	Until Filled

<u>DESCRIPTION OF DUTIES:</u> The Sonoma Developmental Center (SDC) is recruiting to fill a Supervising Special Investigator I position within their Office of Protective Services (OPS), located in Eldridge, CA, just north of the City of Sonoma.

Under the direction of the Commander, the Supervising Special Investigator I (SSI I) is responsible for supervising Investigators at the Developmental Centers and Community Facility (DC/CF). The facility provides services 24-hours per day, 7 days per week (24/7) and is responsible for ensuring consumer protection, staff safety and public safety at all times.

#### **Desired Knowledge and Abilities:**

- Knowledge of the functions of investigation and police protective services as provided to the consumers and employees at the DC/CF.
- Knowledge of criminal and administrative investigative techniques and procedures utilized in a variety
  of investigation types involving consumers and employees at the DC/CF.
- Knowledge of applicable criminal and administrative laws or regulations that pertain to the Office of Protective Services, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code and the California Code of Regulations.
- Knowledge of agencies that utilize and/or have contact with the DC/CF such as: Department of Health Services, Department of Justice, California Highway Patrol, Department of Mental Health, State Fire Marshal, Regional Centers, and local law enforcement and district attorney offices.

**ADDITIONAL INFORMATION:** Applicants should have completed either the POST Specialized Investigators Basic Course or the POST Regular Basic Course. A full background investigation will be completed prior to a conditional offer of employment being made.

<u>WHO MAY APPLY:</u> Lateral transfers, list eligibles, and reinstatements may apply. Applications will be reviewed and only the most qualified candidates will be scheduled for an interview. Applicants <u>MUST</u> indicate their eligibility status on the application. All appointments subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Sonoma Developmental Center or from the California Human Resources Department's website at <a href="https://www.calhr.ca.gov.">www.calhr.ca.gov.</a>

NOTE: THE POSITION (#507-562-8548-002) IS LOCATED AT; SONOMA DEVELOPMENTAL CENTER, Eldridge, CA 95431.

PLEASE **MAIL** YOUR STATE APPLICATION (STD. 678) TO THE **FOLLOWING ADDRESS** AND REFERENCE POSITION **# 507-562-8548-002**. Applications <u>must</u> be received or postmarked on or before the final filing date. Faxed applications or resumes will not be accepted.

Department of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Molissa Woodall

**Attention: Melissa Woodall** Contact Information: (916) 322-9335 melissa.woodall@dds.ca.gov Sonoma Developmental Center is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual

## STATE OF CALIFORNIA DEPARTMENT OF DEVELOPMENTAL SERVICES OFFICE OF PROTECTIVE SERVICES

### SUPERVISING SPECIAL INVESTIGATOR I Duty Statement

Position Number: 507-562-8548-002

**Location:** Sonoma Developmental Center

#### A. GENERAL STATEMENT OF DUTIES

Under the general direction of the Commander, Office of Protective Services (OPS), the Supervising Special Investigator I (SUP I) is responsible for supervising Investigators at the Developmental Centers and Community Facility (DC/CF). The facility provides services 24-hours per day, 7 days per week (24/7) and is responsible for ensuring consumer protection, staff safety and public safety at all times.

#### B. SUPERVISION RECEIVED

Supervised by the Office of Protective Services (OPS) Supervising Special Investigator II (Commander).

#### C. SUPERVISION EXERCISED

The Supervising Special Investigator I is responsible for direct supervision of the investigations unit.

#### D. TYPICAL PHYSICAL DEMANDS

Must have the physical ability to respond and perform the duties of a Peace Officer. May be called upon to provide back up to OPS uniformed Peace Officers. Must have the ability to perform the physical work associated with conducting field investigations. Must have the ability to work in an office environment in either a cubical or office and have the ability to work on a computer or laptop and other office equipment and business machines.

#### E. EXAMPLES OF DUTIES

- Directs a staff of investigators assigned to a 24/7 operation and assesses, monitors, and manages the workload of investigators. Identifies potential barriers and implements resolution strategies and/or identifies training needs. Plans, organizes and directs investigators to detect or verify suspected violations of laws, rules, and regulations or policies in complex criminal or administrative investigations. Supervises a complex investigation program involving investigations of physical and sexual abuse, injuries, neglect, deaths, fraudulent activity and workplace violence; identifies and manages priority investigations; analyzes evidence; conducts case reviews prior to submission to Commander; prepares other reports and correspondence as needed. Makes arrests and files criminal complaints; may testify in criminal and administrative proceedings. Conducts or assists with security audits, emergency or disaster drills, consumer AWOL drills and other law enforcement operations. Provides oversight and review of incidents involving the arrest or physical containment of consumers. Provides monthly report statistics to Headquarters (HQ).
- 20% Reports to the OPS Commander relative to local OPS field activities and makes recommendations to the Commander on policies and procedures affecting the provisions of specialized law enforcement services. Provides technical consultation on the development of law enforcement policies and procedures. Acts as a liaison to provide technical support to personnel, labor relations, quality management systems, quality assurance, and other internal programs. Consults on complex and technical investigative functions and policies.
- 20% Coordinates and works closely with HQ to assure the mandated training for investigators by the Commission on Peace Officer Standards and Training (POST) is completed timely. Prepares reports

and correspondence associated with training; trains subordinate staff in daily field investigations and other activities. Acts as a subject matter expert for training development and delivery. Evaluates the performance of subordinate staff and prepares necessary and appropriate evaluations.

- Prepares and reviews administrative reports, including budget projections and expenditures. Monitors overtime use; identifies equipment needs; completes case management reports regarding case status and productivity; makes inspections of the physical security of the DC/CF.
- 5% Develops cooperative working relationships with representatives of federal, state and local law enforcement agencies, district attorney offices, courts, public and allied agencies such as the Department of Health Services, the Department of Mental Health, and the Department of Justice.

#### F. KNOWLEDGE AND ABILITIES

Knowledge of the functions of investigation and police protective services as provided to the consumers and employees at the DC/CF.

Knowledge of criminal and administrative investigative techniques and procedures utilized in a variety of investigation types involving consumers and employees at the DC/CF.

Knowledge of applicable criminal and administrative laws or regulations that pertain to the Office of Protective Services, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code and the California Code of Regulations.

Knowledge of agencies that utilize and/or have contact with the DC/CF such as: Department of Health Services, Department of Justice, California Highway Patrol, Department of Mental Health, State Fire Marshal, Regional Centers, and local law enforcement and district attorney offices.

#### G. PERSONAL CONTACTS

The SUP I has frequent contact other OPS employees, clients, developmental center staff, regional center staff, clients' rights advocates, state, county and local law enforcement agencies and district attorney representatives.

#### H. ADMINISTRATIVE RESPONSIBILITY

The SUP I is responsible for working within expected or anticipated time frames, deadlines or other mandated requirements. He or she is responsible for identifying their own training needs and for submitting all required reports, including travel expense claims, to their supervisor.

The Supervising SI I may be subject to return to the facility to meet operational need.

#### J. OTHER INFORMATION

The SUP I must exercise good judgment in performing the duties required in this position and may act as the Commander in his or her absence.

Special characteristics include the ability and willingness to work various shifts, including night and/or NOC-shift; travel overnight, work odd or irregular hours, and work overtime when approved.

The SUP I must be able to drive an automobile and travel by other modes of transportation as required.

The SUP I must have the ability to perform all duties while being unarmed.

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#### K. CERTIFICATES/LICENSES

Completion of the POST Basic Academy or POST Specialized Basic Course (SIBC). Possess and maintain a current, valid driver's license. Possess and maintain a valid California Defensive Driving card.

APPROVED:	DATE:
•	o me as described above. Other duties not specifically stated ne operational needs of the department. I agree to perform all
EMPLOYEE SIGNATURE:	DATE: