

## EDITED TASK LISTING

CLASSIFICATION: SPECIAL AGENT-IN-CHARGE, DOC

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
1.	Assess information related to criminal and administrative investigations for the California Department of Corrections and Rehabilitation (CDCR) including case management, service of legal documents, arrests and prosecution, and general operational oversight to comply with legal and regulatory guidelines and to ensure the safety of the Department and the public utilizing effective management skills as directed by departmental policies and procedures.
2.	Coordinate enforcement actions involving administrative and/or criminal investigations utilizing undercover operations, surveillance (e.g., electronic, covert, stationary, mobile and aerial) and law enforcement methodology to obtain evidence for criminal and/or administrative adjudication as directed by local, state and federal laws as well as Departmental policies and procedures.
3.	Participate in enforcement actions involving administrative and/or criminal investigations utilizing undercover operations, surveillance (e.g., electronic, covert, stationary, mobile and aerial) and law enforcement methodology to obtain evidence for criminal and/or administrative adjudication as directed by local, state and federal laws as well as Departmental policies and procedures.
4.	Coordinate with law enforcement agencies in multi-jurisdictional investigations resulting in criminal and/or administrative adjudication to ensure public safety utilizing local, state and federal laws and as directed by departmental policies and procedures.
5.	Appear as a witness in representing the Department in criminal, administrative and/or civil hearings providing testimony utilizing communication skills, knowledge, expertise, etc. as required and/or directed by departmental policies and procedures.
6.	Consult with federal, state and local law enforcement agencies in the gathering and sharing of intelligence and/or information relating to items of evidence in criminal activity to initiate or continue departmental investigations utilizing investigative resources, communication skills, professionalism, etc. as directed by departmental policies and procedures.
7.	Ensure proper collection and documentation of intelligence data to share with Departmental entities and other law enforcement agencies to provide public safety utilizing written, verbal or electronic communications as directed by departmental policies and procedures.
8.	Manage the oversight of training to provide expert technical assistance in the latest techniques of enforcement and investigation to local, state and federal law enforcement agencies and other entities by utilizing written, verbal or electronic methodology, etc. as directed by departmental policies and procedures.
9.	Represent the Department in media presentations, conferences and hearings to provide information and/or educate the public utilizing various resources (e.g., communication skills, interpersonal skills, knowledge, professionalism, etc.) as directed by the CDCR.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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10.	Participate in the development of policies, procedures, programs, etc. relating to the Office of Internal Affairs (OIA) and/or Office of Correctional Safety (OCS) functions to ensure consistency and compliance with various governmental agencies, laws, rules, regulations, policies and procedures as directed by the CDCR.
11.	Ensure staff are trained to comply with laws, rules, regulations, policies and procedures utilizing various resources (e.g., communication skills, knowledge, etc.) as directed by departmental policies and procedures.
12.	Act as the departmental liaison with criminal justice agencies at the local, state and federal levels for intelligence sharing, preparing cases for criminal prosecution and/or administrative discipline, to foster professional working relationships utilizing various resources (e.g., communication skills, interpersonal skills, knowledge, professionalism, etc.) as directed by departmental policies and procedures.
13.	Manage staff in conducting threat assessments and providing protective services to departmental employees, parolees, the public and external law enforcement agencies, during criminal and administrative investigations utilizing law enforcement methodology as directed by departmental policies and procedures.
14.	Carry out managerial responsibilities in the work place to ensure compliance with Department-wide mandates concerning Equal Employment Opportunity (EEO) and Americans with Disabilities Act utilizing established guidelines/policies as directed by regulatory agencies.
15.	Participate in the progressive discipline process to correct/improve employee performance/behavior in accordance with State Personnel Board rules and regulations as directed by departmental policy.
16.	Manage the day-to-day operations, personnel and logistics to accomplish the unit mission, goals and objectives by effectively utilizing departmental resources (e.g., personnel, equipment, etc.) as directed by departmental policies and procedures.
17.	Attend meetings, training and seminars to increase professional knowledge and/or share expertise with executives and/or subordinates by utilizing PowerPoint presentations, verbal communication and training documents, etc. as directed by the Chief or Deputy Chief.
18.	Participate in the management of the budget by monitoring, tracking and prioritizing expenditures to ensure fiscal responsibility, in accordance with departmental fiscal policy as directed by the Chief or Deputy Chief.
19.	Participate in the annual budget process to obtain approval and secure funding for necessary equipment, staffing and services utilizing various resources (e.g., laws, rules, policies, procedures, Memorandum of Understanding [MOU], etc.) in accordance with departmental fiscal policy as directed by the Chief or Deputy Chief.

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20.	Act in the absence of the Chief or Deputy Chief to ensure the continued efficient operation of the unit utilizing various resources (e.g., professional experience, knowledge of departmental policy and procedures, related statutes etc.) as directed by Chief or Deputy Chief.
21.	Evaluate employee performance to ensure performance standards are met by monitoring work assignments and/or behaviors utilizing communication skills, interpersonal skills, knowledge and professionalism as directed by departmental policy and procedures.
22.	Coordinate with stake holders (e.g., Office of Legal Affairs, Office of Inspector General, hiring authorities and district attorneys, etc.) to ensure timely completion of investigations for submission to the hiring authorities or district attorneys utilizing written/verbal communication skills, interpersonal skills, knowledge and professionalism as directed by the Deputy Director, Chief or Deputy Chief.
23.	Facilitate the hiring process by conducting interviews, evaluating and recommending candidates for appointment, utilizing various methods (e.g., certification lists, transfers, Training & Development assignments, reinstatements, State Restriction of Appointment, etc.), to fill vacancies as directed by the Chief or Deputy Chief.
24.	Acquire office space in order to have sufficient room to effectively operate a regional office utilizing state policies and procedures as directed by the Chief or Deputy Chief.
25.	Participate in the Department's Use of Force review process to ensure compliance with Departmental policy, State and Federal Laws utilizing knowledge, professionalism, written/verbal communication skills as directed by the Deputy Director, Chief or Deputy Chief.
26.	Coordinate resources during officer involved shootings to ensure public safety and compliance with Departmental policy, State and Federal laws utilizing knowledge, professionalism, written/verbal communication skills as directed by the Deputy Director, Chief or Deputy Chief.
27.	Coordinate with State, Federal and Local law enforcement agencies for emergency response to mutual aid requests to ensure public safety in the local communities utilizing knowledge, resources, written/verbal communication skills as directed by the Deputy Director, Chief or Deputy Chief.
28.	Coordinate the response to exigent circumstances involving safety and security of Departmental facilities, staff, inmates, parolees and the public to collect and preserve evidence, ensure public safety in the local communities and institutions utilizing investigative methods, interpersonal skills, laws, rules and MOU's, etc., as directed by the Deputy Director, Chief or Deputy Chief.
29.	Motivate employees to complete assigned tasks, meet investigative deadlines, and ensure accurate and thorough reports utilizing management techniques, interpersonal skills, written/verbal communication skills and professionalism as directed by departmental policies and procedures.

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30.	Review operational plans to ensure officer and public safety, utilizing written/verbal communication skills, knowledge of tactical operations, equipment and professional experience as directed by the Deputy Director, Chief or Deputy Chief.
31.	Coordinate with Wardens, State, Federal and Local law enforcement agencies during inmate escapes to ensure public safety and the timely capture of the escapee utilizing investigative techniques, (e.g., electronic, covert, stationary, mobile, aerial tactics, written and verbal communication skills, etc.) to obtain evidence for criminal and/or administrative adjudication as directed by State and Federal laws as well as departmental policies and procedures.