

DUTY STATEMENT

OPOS 065-556-9656-003

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Northern Selection Center (BIU)	CLASS TITLE Correctional Lieutenant/ Senior Background Investigator - Auditor
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road Suite B, Sacramento, 95827
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-9656-003

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Chief, Office of Peace Officer Selection (OPOS), the Correctional Lieutenant, Senior Background Investigator (SBI – Auditor) is responsible for managing the operations of the Regional Selection Center; acts as Branch Liaison to local wardens, parole region administrators, other Department hiring authorities and community leaders; independently makes administrative decisions pertaining to the operation of the Regional Selection Center. These responsibilities include supervising, planning, directing, coordinating, and reviewing the work associated with the conduct of background investigations, testing services, and peace officer selection and appointment procedures. Conducts second level review/audits of completed background files from all OPOS field offices to ensure compliance has been met relative to established unit policy, California Government Code, California Penal Code, POST and CalHR rules and how they correlate to arrest reports and court documents received during the course of a background investigation. With extensive computer usage, the SBI creates presentation slides and statistical reports using Excel, Power Point, Access and other database and/or graphic programs. As a “subject matter expert”, the SBI is also available to all other field office SBI's for consultation on complex investigations needing second opinions or cases of an unusual or unprecedented circumstances. The “SBI” writes/reports on the findings of the audits. The “SBI” provides follow-up training to the field “SBI's” relative to those findings and any training needs as a result of those findings.

In addition, the “SBI” can be called upon to supervise a major field office responsible for the investigation into the background of applicants for employment with the Department of Corrections and Rehabilitation, in compliance with California Government Code Section 1031(d) and Department policy. Based upon the workload and the discretion of the OPOS Chief, may perform other duties as assigned.

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

50%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>MANAGEMENT DUTIES:</p> <ul style="list-style-type: none"> Managing the operations of the Regional Selection Center; personally handling and resolving the most sensitive, high profile issues related to testing or background investigations. Reviewing appeals, taking necessary action, and ensuring representation of the Department at hearings.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>CONTINUED:</p> <ul style="list-style-type: none"> • Addresses and resolves the most sensitive hiring issues, sharing confidential information as deemed necessary to resolve issues. • Works with community leaders to facilitate recruitment and hiring from within local communities. • Review and conducts a second level review of completed cases. • Notes any errors in initial review, prepares thorough audit sheet and presents. • Returns cases for reactivation which do not meet established standards and policies to the field offices for correction/follow up, assuring that cited statutes and investigative data support the conclusions reached.
25%	<p>ADMINISTRATIVE DUTIES:</p> <ul style="list-style-type: none"> • Planning, organizing, and directing staff in the operations of the Regional Selection Center, including the investigation of applicants for peace officer and non-peace officer positions, and the administration of the Department's testing programs for Correctional Officer, Correctional Counselor I, Parole Agent I, and any other classification that may be assigned. • Ensure compliance with laws, regulations, and Department policy and standardization of testing policies and procedures for the assigned classifications, including qualifications appraisal panel interviews and physical abilities tests. • Prepares detailed audit reports of the findings and submits those findings. • Note field deficiencies and plan of action for training/correction to ensure investigations conducted are uniform, objective, and procedurally correct.
20%	<p>POLICY AND PROCEDURE DUTIES:</p> <ul style="list-style-type: none"> • Directs the ongoing review and audit of the Regional Selection Center operations and staff activity. • Participate in management team discussions, reviewing operational policies and procedures and analyzing their effectiveness. • Review, evaluate, and implement revisions to program policies and procedures. • Secures the cooperation of federal, state, and local law enforcement and criminal justice agencies in the conduct of background investigations. Develop and maintain a working relationship with hiring authorities, including wardens, parole region administrators, and other Department hiring authorities, employees, collective bargaining units, and the local community. • Reviews investigative reports and acts as the final reviewer in the approval or disapproval of the most sensitive and high profile complex investigations. • Direct, participate in, and resolve difficult or highly sensitive field investigations. • Prepares, reviews, and submits detailed monthly status, expenditure and statistical reports. • Assign and review responses to programs inquiries, and candidate appeals, personally responding to the most sensitive applicant and control agency correspondence and to highly sensitive and involved program requests from institutions, parole regions, and other departmental offices (i.e., individual service requests).
5%	<p>PEACE OFFICER APPOINTMENT SELECTION DUTIES:</p> <ul style="list-style-type: none"> • Ensuring the proper processing of applicants with other phases of the selection process, including the employment medical and appointment which includes discussion and coordination with other section management. • Maintain security of background investigation files. • Administering the Regional Selection Center budget and expenditures. • Presents findings and conducts necessary training to the field relative to audit findings. • Select and train a multidisciplinary staff, ensuring the continuing training of Regional Selection Center staff. • Supervises subordinate audit team members.

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Independent • Excellent organization skills • Attention to details • Confidentiality due to nature of work projects • Tactful and professional • Open-minded and flexible to other ideas and solutions • Excellent communication skills • Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Internet) • Must type at a speed of not less than 40 words per minute (verified by typing certificate) <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Works well with a team or group • Takes and provides direction <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment • Business dress, according to current policy • Extended periods of time in seated position • Use computer and telephone in performing work • Ability to handle stress • Confidential and sensitive environment