

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

5/30/08

**CHIEF SPECIAL INVESTIGATOR, 0604**

**Summary of Duties:** Directs a staff of professional, technical, sworn and clerical employees who are engaged in the conduct of sensitive personnel and administrative investigations which potentially involve violation of City policies or of laws which may involve misconduct, possibly criminal in nature, by City employees; makes recommendations on department-wide policies and procedures related to disciplinary and EEO investigations and/or dispute resolution and advocacy; reviews complaints to determine proper processing; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

It is anticipated that positions in the class of Chief Special Investigator will be hired exempt from Civil Service under the provisions of Charter Section 1001 (b).

**Distinguishing Features:** A Chief Special Investigator will function as either an assistant division or division manager. The primary responsibility of employees in this class is to ensure the proper and timely processing of personnel and administrative complaints against department employees including, but not limited to, EEO complaints and discipline, charges of discrimination, retaliation, hazing, fraud and corruption.

A Chief Special Investigator is distinguished from a Special Investigator in that the former class is responsible for the full range of supervisory duties including the application of discipline, training, processing and resolution of grievances, and performance evaluations. A Chief Special Investigator directs the work of employees who participate in or conduct investigations and develops and implements policies and procedures related to such work whereas the Special Investigator is responsible for performing such work.

The Chief Special Investigator receives minimal supervision and his or her work is reviewed mainly in terms of results obtained and objectives accomplished.

**Examples of Duties:** A Chief Special Investigator:

- Through subordinate supervisors, plans, coordinates and directs the administration of a variety of investigative and litigation-related activities such as disciplinary and EEO investigations, dispute resolution, advocacy and risk management;
- Provides expertise in areas such as the conduct of investigations, interpretation and application of labor and employment law, risk reduction and personnel practices;
- Provides direction and guidance on unusually complex or sensitive issues;
- Reviews complaints filed to determine appropriate steps to be taken;

- Develops policies and technical standards related to the processing of personnel and administrative investigations;
- Reviews and evaluates citizen complaint intake procedures to ensure thorough investigations and timely processing of complaints;
- May make policy recommendations on Department-wide policy formulation;
- Confers with department management, City Attorney's Office and other City officials to define and achieve concurrence on needs and priorities and to resolve issues;
- Assists employees in preparing for promotion as described in the City's Equal Employment Opportunity Program;
- Develops reporting and tracking systems to ensure compliance with policies, regulations and relevant legislation;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Communicates equal employment information to employees; and
- Ensures a safe work environment and compliance with department safety policies and practices.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledge and abilities:

**Knowledge of:**

- Employment and labor laws and regulations;
- Applicable local, state, and federal laws, rules and regulations governing criminal and discrimination complaint investigations involving City employees, officers, vendors or contractors;
- Procedures and techniques for Alternative Dispute Resolution (ADR) and mediation;
- The functions, organization, and procedures of the City and City departments including the role of the City Attorney in such areas as, the Board of Rights, discipline and personnel complaint investigations in order to determine fair and consistent application of disciplinary action, and to facilitate communication with the appropriate department entities;
- The principles of the administration of discipline in a public agency;
- The major principles, practices and methods of public administration, budgeting and financial control, personnel administration, administrative analysis, and the City's legislative process;
- Peace Officer's Bill of Rights and Firefighters Bill of Rights;
- Procedures for grievance handling;
- Laws and regulations related to Equal Employment Opportunity;
- City Charter and Administrative Code;
- City personnel rules, policies and procedures;
- Supervisory principles and practices including planning, delegating and controlling the work of subordinates;
- Techniques for counseling and motivating subordinate personnel;
- Effective safety principles and practices; and

- Memoranda of Understanding as they apply to subordinate personnel and members of the department.

**Ability to:**

- Direct a staff of administrative, technical, sworn and/or clerical employees, and coordinate their efforts with other organizational units and departments;
- Formulate and implement new plans, procedures and policies;
- Evaluate the work of subordinates, and plan and initiate necessary training activities;
- Deal tactfully and effectively with elected officials, Commissioners, bureau and department heads, supervisors, other employees and citizens;
- Prepare and direct the preparation of clear, concise and comprehensive oral and written reports; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:**

Graduation from a recognized four-year college or university and five years of full-time paid experience conducting investigations in the areas of employee discipline, discrimination, fraud, waste, abuse, law or other related field, at least two years must be at a supervisory-level.

**License:**

A valid California driver's license and a good driving record may be required.

**Physical Requirements:**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**