

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**8-28-2014****FIRE SPECIAL INVESTIGATOR, 1632**

Summary of Duties: A Fire Special Investigator conducts and/or participates in personnel and administrative investigations into allegations of misconduct by Fire Department employees both sworn and civilian which potentially involve violation(s) of Department or City rules, regulations, policies or procedures including state and federal laws, pertaining to EEO complaints, disciplinary matters, charges of discrimination, retaliation, hazing, fraud, waste, corruption and abuse. An employee in this classification plans investigative strategies and approaches; interviews complainants, witnesses, and the accused; prepares oral and written reports on investigative findings; assists in the Board of Rights selection process and in identifying and securing appropriate witnesses and testimony in support of the Department's case; works in conjunction with uniformed advocates in representing the Department before the Board of Civil Service Commissioners in discipline appeal cases, and in discipline-related arbitrations; may conduct research and provide analysis and recommendations pertaining to a wide variety of audits, assessments and reviews for the Board of Fire Commissioners; and does related work.

Class Characteristics: A Fire Special Investigator is responsible for conducting sensitive investigations which includes: planning investigative strategies and approaches; interviewing complainants, witnesses, and City employees; preparing oral and written reports on investigative findings; and analyzing documentary materials. A Fire Special Investigator is distinguished from a Chief Special Investigator in that the former class is responsible for conducting and participating in investigations whereas the Chief Special Investigator directs the work of such employees and develops and implements policies and procedures related to such work.

Examples of Duties:

- Conducts and/or participates in investigations into matters which will potentially involve violation of City policies or of laws which may involve misconduct.
- May conduct personnel-related investigations;
- May conduct EEO, workplace environment and discrimination investigations;
- Plans investigative strategies and approaches;
- Interviews witnesses, complainants, subjects, City employees, outside law enforcement officials, and members of the public;
- Examines allegations of fraud, collusion, conflicts of interest, discrimination, and other improprieties on the part of Department employees, contractor personnel, or others in connection with City or Department programs.
- Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated; examines a wide variety of documentary evidence, including but not limited to bank records, financial records, telephone records, radio transmissions, and other relevant records;

- Obtains and reviews records from the Federal Bureau of Investigation, Department of Justice, and Federal, State and Municipal governmental agencies;
- Applies appropriate legal principles, personnel policies, procedures and rules when conducting discrimination complaint investigations;
- Prepares oral and written reports regarding witness statements and other investigative findings;
- Recommends corrective action to resolve problems, abuses, and deficiencies;
- Negotiates settlement and resolution of complaints;
- Appears in court and administrative proceedings as a witness;
- Develops and implements new investigative techniques and procedures;
- Acts as liaison with outside law enforcement agencies, and makes appropriate referrals;
- Meets regularly with management in order to keep them apprised of the status of investigations;
- Assists in the preparation of statements of facts developed in the course of investigations for possible referral to appropriate law enforcement agencies; and
- 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:

- Proper investigative techniques and procedures for conducting investigations in accordance with established professional standards and industry practice;
- Applicable local, state, and federal laws, rules and regulations governing criminal and discrimination complaint investigations involving city employees, officers, etc;
- Laws and regulations related to Equal Employment Opportunity;
- Constitutional and statutory provisions;
- Rules of evidence and court procedure;
- Peace Officer Bill of Rights;
- Firefighters Bill of Rights;
- Techniques of identifying, preserving and presenting evidence;
- Interviewing techniques and strategies;
- Confidentiality laws and issues such as confidentiality of personnel records and business records;
- Privacy rules;
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigations or investigation file documents;
- Various technical experts available to assist in an investigation and when to seek such assistance; and
- Various rules, regulations, policies, and ordinances as they relate to City employees.

Ability to:

- Utilize appropriate investigative techniques;
- Read, comprehend and interpret detailed, complex written material;
- Prepare clear and concise written reports;
- Act as Department advocate;
- Clearly present cogent and persuasive arguments;

- Manage time sufficient to prioritize and combine investigations when practicable to ensure timely completion;
- Handle several investigations at one time;
- Maintain cooperative relations with federal, State, and local law enforcement agencies;
- Work effectively with a wide range of City personnel and the public;
- Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds;
- Work cooperatively as part of a team;
- Remain calm, professional, and focused when interviewing distraught, angry, or combative persons during the investigative process;
- Demonstrate effective interpersonal skills required to discuss matters which are of a sensitive and sometime inflammatory nature;
- Take witness statements;
- Maintain confidentiality of evidence gathered;
- Travel to offsite locations within a reasonable timeframe; and
- Communicate effectively orally and in writing.

Minimum Requirements:

1. Three years of full-time paid sworn experience conducting criminal or disciplinary investigations of sworn police or fire employees of alleged fraud waste, abuse or misconduct; or
2. Three years of full-time paid experience conducting disciplinary investigations of holders of a government-issued license, credential or certification; or
3. Graduation from an American Bar Association accredited law school and three years of full-time paid experience litigating employment law, discipline, and/or EEO discrimination issues for a public agency.

License:

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

Physical Requirements:

Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

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.