



CLASS SPECIFICATION

04/22/04

BACKGROUND INVESTIGATION MANAGER, 1759

Summary of Duties: A Background Investigation Manager directs a large staff of background investigation supervisors and investigators engaged in the personal and professional background investigations of public safety candidates; plans and organizes work and resources; may act as staff advisor to management; applies sound supervisory principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: The Background Investigation Manager is responsible for directing the administrative and operational activities of the Field Investigation Section of the Background Investigation Division. The work involves strategic planning, coordination and evaluation of the background investigation process for a variety of critical positions serving the public safety needs of the City. Assignments are received in terms of broad objectives. Work performed is reviewed in terms of results obtained and objectives accomplished.

The Background Investigation Manager is responsible for the performance of the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

Example of Duties: A Background Investigation Manager:

- Directs, through subordinate supervisors, the field and administrative operations of the Field Investigation Section of the Background Investigation Division;
- Ensures that background investigations are conducted as set forth by the Civil Service Commission and the California Commission on Peace Officer Standards and Training;
- Recommends and implements policies, regulations, training and procedures as they relate to the background investigations of Police Officer and Firefighter candidates;
- Directs studies of the background investigation process and its effectiveness;
- Determines short and long term section goals and objectives;
- Ensures the section is meeting its objectives, work programs, priorities, and deadlines and takes corrective actions to achieve such;
- Initiates, organizes, coordinates, conducts, reviews, analyzes, and evaluates investigations and studies;
- Prepares or supervises preparation of complex narrative reports and recommendations on highly sensitive background investigations;
- Establishes administrative control of overtime and personnel utilization;
- Represents management at meetings with the Mayor, City Council, other City departments, and before the City Council and its Committees, and City Commissions on public safety background investigation matters;

- Interacts and coordinates with professional and support staff on a regular basis in the administrative activities of the Field Investigation Section;
- May supervise professional and clerical employees;
- Reviews and approves recommendations to select, promote, reassign, or discipline subordinate employees;
- Establishes administrative control of overtime and personnel utilization; and
- Applies a variety of techniques to fully utilize the skills and potential of subordinate employees.

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

Qualifications: A Background Investigation Manager must have the following knowledge and abilities:

Knowledge of:

- Positive selection standards as set forth by the Civil Service Commission and the California Commission on Peace Officer Standards and Training;
- Confidentiality laws and issues such as confidentiality of personnel records, handling requests for information on candidates from operating departments, the public, and other sources;
- Current Federal and State laws as they pertain to the background investigations process;
- Proper investigative techniques and procedures for conducting background investigations;
- Basic office and business procedures and practices;
- Equal Employment Opportunity as it relates to pre-employment and employment;
- Techniques available to maximize the utilization of human resources to benefit both the City and the individual;
- Work measurement techniques and applications;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Grievance handling procedures;
- Techniques of training, instructing, and evaluating subordinates' work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Effective safety principles and practices;
- City personnel rules, policies, practices, and procedures;
- Memorandum of understanding as they apply to subordinate personnel;
- Principles and methods of records management; and
- Computer-based information management capabilities.

Ability to:

- Plan, organize, direct, control, and evaluate the background investigation process;
- Manage through subordinate supervisors;
- Organize, direct, and evaluate studies to obtain effective solutions and resolutions to problems in the section, personnel utilization, procedural analysis, and performance reporting;

- Prepare and present oral and written reports, recommendations, and other materials clearly, concisely, accurately, logically, and convincingly;
- Interpret statistical computations, charts and diagrams;
- Develop subordinate personnel through employee development and performance feedback;
- Deal tactfully and effectively with management, subordinates, and others involved in the administrative activities of the City; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

Requirements:

1. Two years of full-time paid experience as a Background Investigator III with the City of Los Angeles supervising Background Investigators conducting pre-employment background investigations on applicants for public safety positions; or
2. Current status as a Background Investigator with the City of Los Angeles and three years of full-time paid experience in a position at least at the level of police lieutenant supervising staff in the conduct of civil and/or criminal investigations.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 1011 of the Charter.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than five 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.