

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

6/16/89

**TRANSPORTATION INVESTIGATOR, 4271**

**Summary of Duties:** Makes investigations which may include the inspection of vehicles and other operating property and the interviewing of witnesses, complainants, or company personnel; prepares and administers drivers permit exams; issues criminal and administrative citations and hearing notices, conducts office hearings and collects fees in enforcing public utility regulations or franchise provisions for the City of Los Angeles; investigates and makes arrests of operators of illegal public transportation vehicles, prepares arrest reports and appears in court on such matters; performs the more difficult and confidential inspections and investigations, or the surveillance of suspects in the theft of revenue; may supervise the above work; and does related work.

**Distinguishing Features:** Employees in this series use established investigative techniques in securing information and locating violators. The enforcement aspect of their work requires them to make arrests of illegal taxi operators, inspect vehicles and drivers, issue citations and hearing notices and prepare reports recommending the suspension or revocation of permits of City authorized drivers. Because the work of the Public Utilities Inspector series involves sensitive and confidential criminal records, fingerprinting and public contact with transportation companies and citizens, these employees must exercise considerable tact, judgment and initiative.

A Transportation Investigator spends a large portion of time in the field making investigations and inspections that serve as a basis for reports and recommendations submitted to the Board of Transportation Commissioners and for communications to the public. Assignments are generally received by means of routine oral instructions or established procedures, and the specific methods used are usually left to the discretion of each Transportation Investigator.

**Example of Duties:**

- Inspects City authorized vehicles and equipment and investigates service of privately-owned common-passenger carriers, school bus service, and public passenger transportation vehicles for conformance to established standards, regulations and franchise provisions;
- Reviews Department reports and applications and makes visual field checks for required Los Angeles City drivers permits, vehicle permits and drivers licenses to verify that they are current and valid;
- Makes visual inspections for City, County and State authorized certifications, for ambulance drivers and attendants, ambulance equipment, odometers, and taxi meters required for ambulances, autos-for-hire and taxis;
- Issues driver and vehicle permits to authorized drivers and operators to provide a means of identification for the public and appropriate law enforcement agents;
- Removes permitted vehicles from service which are found to be in an unsafe operating

- condition or lacking in insurance;
- Investigates applications of individuals or companies for vehicle operating authority to determine public convenience and necessity in regard to profiling transportation service to a geographical area;
- Investigates applications of individuals for driver permits to determine background suitability by reviewing police, DMV, and Departmental records;
- Makes investigations of complaints by interviewing drivers and complainants and by reviewing City and vehicle operating records to determine if the evidence is sufficient to justify the allegation;
- Enforces regulations, ordinances, and laws related to the furnishing of local transportation to protect the welfare and safety of the public;
- Issues Hearing Notices to permitted drivers for violations of City regulations;
- Acts as a Hearing Officer for drivers cited for violations;
- Suspends drivers for violating regulations;
- Makes arrests when essential to the enforcement of regulatory laws for transportation carriers;
- Prepares reports and recommendations which includes compiling and maintaining all documents, files and records pertaining to the case for court cases, the Board of Transportation Commissioners, and the City Council;
- Testifies as special board hearings and criminal and civil proceedings;
- Conducts test calls during day or night hours at various locations to determine carriers response time, willingness and capability to provide service to franchised area;
- Verifies proper insurance coverage of vehicles as required by law by checking Department and City Attorney records and by contacting insurance companies;
- Advises applicants and answers inquiries concerning Department procedures and the legal requirements for permits;
- Assists the prosecutor in the preparation of cases against defendants as a special investigator;
- Prepares and administers driver permit exams, fingerprints applicants who pass such exams and reviews their criminal records;
- Processes driver and vehicle permit fees and remits same to the Departments Accounting Division;
- May inspect petroleum pipelines, special zone permits, and other privately-owned public utility installations for conformance to legal requirements;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

### **Qualifications**

#### **Knowledge of:**

#### **A working knowledge of:**

- Laws, regulations, and licensing provisions of City and State agencies and commissions regulating and controlling the operation of vehicles-for-hire in the City of Los Angeles;
- Methods of investigation, including proper interviewing techniques and interrogation practices, applicable to the enforcement of laws and regulations for the operation of vehicles-for-hire or for theft of revenue;
- Laws of arrest applicable to the enforcement of laws and regulations for the operation of

motor vehicles-for-hire.

**A general knowledge of:**

- Provisions of the City Charter, the Municipal Code, policies and procedures of the Board of Transportation Commissioners relating to regulations, licensing, and permit procedures for vehicles-for-hire;
- Operating practices of owners and drivers of motor vehicle common passenger carriers, including the irregular and illegal practices commonly attempted;
- Mechanical features and safety devices required in motor vehicles used in carrying passengers for hire.

Ability to:

- Make investigations in connection with theft of funds or the enforcement of regulations governing the operation of vehicles-for-hire, including the detection of unsafe or improper vehicle conditions and irregular or illegal operations;
- Secure conformance to regulations by owners and drivers of vehicles used as common passenger carriers;
- Deal tactfully and effectively with employees of transportation companies and with the public;
- Prepare clear and concise reports of investigations and make appropriate recommendations;
- Prepare records, reports and correspondence;
- Read, comprehend, and interpret appropriate laws, ordinances, and rules and regulations relating to the issuance of permits and licenses of vehicles for hire.

**Requirements:** Two years of experience in the enforcement of laws or regulations, inspections, or handling complaints and investigations is required.

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

**Physical Requirements:** Strength to perform average lifting up to 20 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in reaching, handling, and feeling; 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.**