

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/16/89

SENIOR TRANSPORTATION INVESTIGATOR, 4273

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 Senior Transportation Investigator may supervise a group of Transportation Investigators which includes responsibility for making assignments, approving work schedules and time off, reviewing and evaluating work, training, and handling grievances and disciplinary matters involving subordinate personnel. Employees in this class may be responsible for conducting undercover investigations and surveillance of suspects in cases involving the theft of revenue. Employees in this class receive assignments in general terms from established procedures and statements of policy and work is reviewed on the basis of results obtained.

Example of Duties:

- Supervises Transportation Investigators in and may personally perform the same work;
- Issues verbal and written instructions and work assignments;
- Instructs, trains, disciplines, reviews, and evaluates the work of Transportation Investigators;
- Fulfills supervisory responsibilities as set forth in the City's Affirmative Action Program;
- Reviews written reports of actions taken to determine if proper action was taken or if necessary further action is warranted;
- Acts as a Hearing Officer on driver permit suspension appeals cases;
- Supervises the preparation of reports, documents and evidence for court cases and recommends action in specific cases;
- Makes oral presentations regarding Department enforcement procedures to such

agencies as the LAPD-LAX Security Unit, Board of Airport Commissioners, and Board of Transportation Commissioners;

- Conducts investigations, performs surveillance in cases of theft of parking revenue funds or coordinate investigation with the Los Angeles Police Department;
- Plants marked funds in meters to assure honesty of contract collecting agents and meter technicians;
- Attends meetings with and provides information to other City department managers pertaining to the coordination of enforcement activities;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good 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;
- 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;
- Supervisory principles and practices;
- Safety practices and principles;
- Laws of arrest applicable to the enforcement of laws and regulations for the operation of motor vehicles-for-hire.

A working knowledge of:

- Operating practices of owners and drivers of motor vehicle common passenger carriers, including the irregular and illegal practices commonly attempted;
- City Personnel rules, regulations, policies and procedures;
- Laws and regulations relating to equal employment opportunity and affirmative action.

A general knowledge of:

- Mechanical features and safety devices required in motor vehicles used in carrying passengers for hire;
- Petroleum pipeline installation and other installation practices of privately-owned utilities;
- Memoranda of Understanding as they relate to subordinate personnel.

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;
- Supervise a small group of employees;
- Establish routines for the most effective recording, reporting, and coordination of information concerning permit holders;
- Establish efficient methods of renewing and issuing permits of various types.

Requirements: Two years of experience as a Transportation Investigator or in a class that is at least at that level in the regulatory inspection, investigation of violations, and enforcement of legal requirements 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.