

APRIL 2009



MEDICAL BOARD OF CALIFORNIA



INVESTIGATOR CLASSIFICATION REVIEW

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TABLE OF CONTENTS

SECTION	PAGE
I. Problem Identification and Project Scope.....	1
II. Methodology.....	2
III. Summary of Findings	2
IV. Recommended Changes.....	3
V. Discussion and Analysis.....	3
VI. Implementation.....	8
VII. Documentation	10
Appendix A: DPA Allocation Factors	
Appendix B: Investigator, DCA Specification	
Appendix C: Medical Board Investigator Duty Statements	
Appendix D: Specification and Salary Chart	
Appendix E: Special Agent, DOJ specification	
Appendix F: Training Courses	
Appendix G: Investigator Interview Questions	

MEDICAL BOARD OF CALIFORNIA INVESTIGATOR STUDY

Problem Identification

The Medical Board of California is responsible for promoting quality healthcare by licensing physicians and by enforcing the standards of the Medical Practices Act. A fundamental component of the enforcement function, ensuring that physicians meet professional standards of practice, is an educated and motivated investigative staff.

For many years, the Medical Board has experienced significant recruitment and retention issues in the Investigator and Senior Investigator, Department of Consumer Affairs (Investigator) classes. Recent procedural and regulatory changes, such as implementation of a vertical enforcement model, have exacerbated these problems. As a result, it has been extremely difficult to maintain staffing levels necessary to produce quality investigations in the statutory time allotted.

Administratively, the Medical Board functions under the umbrella of the Department of Consumer Affairs (DCA). The Investigator series is used in the Medical Board, the Dental Board and the DCA headquarters investigative unit. Similar investigative classes are used throughout state service.

The Medical Board retained Cooperative Personnel Services (CPS) to perform a classification study of the Investigator series to:

- evaluate the series and compensation levels to determine if they are appropriate for the duties performed at the Medical Board
- evaluate similar classes in other state agencies to determine relative levels of responsibilities and compensation
- recommend classification changes or alternative actions as necessary to ensure that Investigators are performing duties as outlined in the class specification and are receiving appropriate compensation

The deliverable is a final report outlining the findings and recommendations for classification changes or other options.

Methodology

The methodology used in this study includes the following steps:

- Meeting with management and administrative staff to identify specific concerns and gather background information
- Review of existing specification duty statements, organization charts, relevant statutes and other background material at the Medical Board
- Comparison of Investigator series with other investigative classes by review of duty statements, class specifications, compensation, peace officer status and other minimum qualifications
- Identification of significant issues for further research and discussion
- Interviews with rank and file investigators and investigative management staff on duties, training and comparisons with other peace officer positions
- Research on technical classification and compensation alternatives
- Development of final findings and recommendations

Summary of Findings

There does not appear to be enough differentiation from other Investigator classes to justify the establishment of an Investigator series unique to the Medical Board. However, the consultants did find:

- significant differences in the amount of training Investigators receive at the Medical Board compared to those elsewhere in DCA and at other state agencies
- different procedures and investigative processes at the Medical Board than in other DCA units
- a higher level of complexity in the issues confronted by Investigators at the Medical Board
- increased visibility, public interest and legislative pressure in Medical Board investigations in general

The above findings, although likely not sufficient for establishment of a new classification under Department of Personnel Administration (DPA) and State Personnel Board (SPB) criteria, make a supportable technical argument for higher compensation for most Medical Board Investigators. A base pay increase would be exceedingly difficult to achieve but the findings may support the establishment of an alternate range or pay differential for any Investigator (employed by the Medical Board or elsewhere in DCA) who has completed a certain amount of time in the class performing the more complex duties and

completed a specified course of POST-certified training after appointment as an Investigator.

Recommended Changes

Our recommendation is that the Medical Board take the following actions:

- (1) Complete the Medical Board drafting and review of the new Investigator duty statements and submit them to the Department of Consumer Affairs (DCA) Human Resources Office for final approval. These new duty statements, initially requested by CPS, should reflect changes in responsibilities and expectations as a result of the implementation of the vertical enforcement model and include brief explanations of the complexity and training factors. They are an integral part of the justification for any higher compensation.
- (2) Formalize the Investigator training program by ensuring that all Investigators complete a specified number of POST-certified courses, in addition to any on-the-job training, by a specified time after their original appointments and issue official certificates of completion for the entire curriculum. Include required refresher courses for all continuing Investigators with similar criteria. If no formal tracking mechanism on Medical Board post-employment training exists, establish one.
- (3) Craft an official request for a two stage pay differential (suggested 5% and 10%) focusing on additional training. Details of the proposal and the commitment to training and monitoring must be provided by the Medical Board.
- (4) Submit the request to the DCA Human Resources Office for review and future inclusion in bargaining or other compensation review requests when the fiscal crisis eases.

CPS has the resources to provide additional assistance but these activities are outside the scope of the current contract

Discussion and Analysis

Investigator is the entry level class in this series and for all practical purposes Senior Investigator is the working level. Since incumbents move through the series as rapidly as experience and testing allow, there are very few employees at the Investigator level. For purposes of this study, these classes are combined into "Investigator".

DPA has established generic standards for allocation and pay determination (Appendix A). These standards are applied to all allocation determinations. Peace officer classifications such as Investigator are also routinely assessed by risk (generally included under the “working conditions/environment” factors and by the amount of official Peace Officer Standards and Training (POST) curricula they must complete. This report focuses on POST training and complexity of duties as points of comparison.

In researching this issue, CPS consultants reviewed and analyzed information from the following sources:

- (1) Class specifications, salary comparisons and duty statements. Appendices B and C contain the series specification for the Investigator, Department of Consumer Affairs (Investigator) and a draft of the Medical Board Investigator duty statement that reflects the changes imposed by the vertical enforcement model. Consultants reviewed duties, minimum qualifications and salaries for a number of Investigator classes and, as specifically requested by the Medical Board, for Special Agent, Department of Justice (DOJ). Appendix D is a chart comparing several of those classes.

This research showed that salaries among Investigator classes in state service are virtually identical. One intriguing difference is that at the Employment Development Department and the Department of Motor Vehicles the Investigator and Senior Investigator classes have been consolidated into one three range class. Maximum salaries at each range are the same as those for the Medical Board Investigator series. The specification for the Special Agent, DOJ (Appendix E) describes a class that is significantly broader in responsibilities, with a focus on performing field work on narcotics, sexual predators, terrorism, weapons and other felony offenses. For these reasons, DPA has not historically viewed it as a valid comparison with Investigator classes. Medical Board staff raised the issue of those Special Agents assigned to the Medi-Cal Fraud unit as being most similar to Investigators in their daily tasks. While there is some support for this, there is no mechanism to split these Special Agents off from their colleagues in the rest of DOJ. For purposes of comparison, DPA considers all employees in a class to have similar duties despite possible individual expertise or temporary differences in assignment and requires a comparison with the entire spectrum of Special Agent duties. This is not to minimize the specialized knowledge that Medical Board Investigators must have to be effective in their jobs nor the extended investigative process that they follow. It does mean, however, that it would be exceedingly difficult to make a successful comparison between Investigators and Special Agents for purposes of convincing DPA that a base salary increase is indicated.

The current philosophy at DPA and at SPB is to minimize differences and consolidate classes rather than to create new classes. In order to create a new class, an agency must demonstrate significant differences in responsibilities, initial experience and education necessary for appointment or (in the case of peace officers) peace officer status and training. The differentiations among Investigator positions in DCA do not meet these criteria. The current Investigator, DCA specification is written broadly enough to encompass any such differences. The Human Resources Modification Project has been tasked with reviewing the more than 4400 existing state classifications with a view to major consolidations. They have already proposed such changes to the scientific classes in Bargaining Unit 10 are currently gathering information on the administrative classes in Bargaining Unit 1 and will likely propose similar consolidations in the Bargaining Unit 7 (peace officer) classifications.

The specification describes the series as used in positions that "...conduct and supervise complex and sensitive administrative, criminal and civil investigations.... on ...professional licensees of the Department of Consumer Affairs..." It goes on to describe such typical tasks as "...locate and interview suspects and witnesses and analyze and evaluate their testimony...gather, assemble, preserve and report facts, statements or affidavits and other evidence...make felony arrests...conduct undercover and surveillance operations...interpret and explain the laws, rules and regulations of the boards and bureaus; (and) recommend action to be taken." One of the factors distinguishing Medical Board Investigators is that they make final recommendations on the disposition of cases. Others are the complexity of medical investigations and the subsequent necessity for understanding medical statutes and regulations in all medical specialties and their continuing dialog with medical consultants, although these factors are not fully developed in official duty statements. While duty statements for individual positions add specifics to these descriptions and individual boards may have different procedures and protocols, it is clear that the Medical Board investigators fit comfortably under the umbrella of the Investigator, DCA series. In the current climate at DPA and SPB, it is not likely that a request to create a new class solely for the Medical Board would be successful.

Caveat: There are limitations to what can be learned from specifications and duty statements. As was illustrated with the Medical Board's own Investigator duty statements, they frequently do not reflect recent changes in policies and procedures and even the most up-to-date duty statements and specifications do not contain the kind of detail that is sometimes necessary for a complete comparison. Typically this information is only

available from a job audit or interview and outside departments do not have this capability.

(2) Medical Board management and administrative staff interviews. CPS met with, telephoned or obtained email information from the Executive Officer, Chief Deputy, Chief and Deputy Chief of Enforcement, Training Officer and a DCA Investigator Task Force member. These contacts provided valuable background information and documents on the Medical Board structure, investigatory procedures (including the Enforcement Program Monitor report from November 2004), internal post-appointment training, recruitment and retention statistics and previous attempts to address the salary and retention issues. CPS also used these contacts as ongoing resources to further explain information gathered in other arenas.

From the information provided, it appears that the staffing problem is primarily one of retention. While recruitment is difficult, it is the constant drain of experienced staff to other entities that is paramount. It results in management spending uncounted hours recruiting and training new investigators. It is also our conclusion that the vertical enforcement model, while it may be difficult to work with, does not provide the type of substantiation that DPA would recognize as important in raising salaries. In fact, the early involvement of Deputy Attorney Generals in these investigations, as difficult as the interagency coordination may be, would likely be viewed by DPA as a loss of independence for the field investigators.

The Medical Board does have an ambitious post-employment training program. Although it appears to be in a transitional state currently, there are over 100 hours of POST-certified training courses (Appendix F) available for new and experienced employees dealing with the particular skills and knowledge necessary to be an effective medical investigator. This program, when fully implemented and tracked, could be the focus for requesting additional pay as it clearly differentiates the Medical Board from DCA and from other departments.

(3) Discussions with current and former DCA staff, DPA staff, and former Supervising Special Investigator II. Attempts to obtain duty statements, the results of previous studies or perspectives on the situation from DCA staff met with little or no results. Telephone calls were not returned; when contact was made, the promised documents did not arrive. Most significant information in this area came from a former DCA employee who had been involved in previous reviews. CPS also obtained professional insight on peace officer salary criteria and history on attempts to modify

them from DPA and from a former Supervising Special Investigator II with many years of experience dealing with these issues.

Although there have been previous attempts, both from the Medical Board and from DCA, going back as far as 1995 to resolve the recruitment and retention problems in the Investigator series, they have been unsuccessful. Reasons for this range from technical difficulties in making a case for a higher salary, sensitive political issues in differentiating Medical Board Investigators from those elsewhere at DCA and a lack of adequate technical knowledge or commitment to follow through and fight for a proposal at the control agency level. Earlier attempts appeared to focus on recruitment and retention as a primary issue. While the Medical Board statistics certainly indicate there is a problem, this problem exists throughout state service. There is a predictable reluctance on the part of DCA to institute a partial solution for one board which would cause obvious problems elsewhere in the department. DPA has a similar reluctance to implement a salary increase for one department, knowing that other departments would immediately clamor for the same increase. Past attempts to include all of DCA in such an increase diluted the Medical Board recruitment and retention statistics, at least partially accounting for DPA's denial.

While the differentiations between Medical Board Investigators and other DCS Investigators would not support the creation of a new class, there are several factors that could support a carefully crafted pay differential. DPA has sole authority for establishing pay differentials, although DOF typically must agree that funding is available. Pay differential requests do not require SPB approval. The basic criterion is that there must be special circumstances in the work that differentiates it from others, whether it is working conditions, professional licensing or specialized training that does not apply to every employee in the class. The typical pay differential is based on either special certification or training or on recruitment and retention difficulties. In this instance, the complexity of advanced investigative work at the Medical Board and the required specialized training that is necessary to perform this work provide a reasonable argument for a pay differential. This approach would be more persuasive than one based simply on almost universal recruitment and retention difficulties. The two-stage differential will be more effective at retaining staff as most will have several additional base pay and differential increases to look forward to; granting the pay differential on an annual basis rather than monthly will increase the retentive potential.

(4) Medical Board Investigator interviews. CPS conducted telephone interviews with three Supervising Investigators and ten Investigators, most

with many years of peace officer experience with the Medical Board and other law enforcement entities (Appendix G). The purpose of these interviews was to determine the “real life” perspective on jobs that often does not appear in official duty statements and specifications, to obtain information on investigative work with the Medical Board compared to investigative work elsewhere and to understand the relative complexity of their cases.

These interviews produced a wealth of information. The investigators ranged in Medical Board experience from seven to twenty years; many had worked for other entities such as the California Highway Patrol, the California Youth Authority, the Department of Health Services and a local Sheriff's Office. These individuals were well-placed to make comparisons with other investigative jobs. In answer to a question on the most hazardous situations they or their staff have faced they named: serving search and arrest warrants; confronting witnesses or potential defendants at their offices and homes; dealing with mentally ill complainants and doing occasional undercover work. Many outsiders likely believe that Medical Board investigators spend their days sorting through mountains of paperwork. While paperwork and related research is a part of any investigative job, there is significant field work involved. While the direct contact and field work portions of Medical Board investigation work cannot rise to the frequency of risk that Special Agents face, these situations should be more fully reflected in duty statements or supporting documents and included in any salary proposal.

The Investigators were also, as one would expect, the most informative at explaining the complexity of their jobs. Among the complexities they cited is that to be effective in the initial investigation plans and their interaction with medical consultants as the case progresses they must be familiar not only with Medical Board statutes and regulations but with many aspects of medical practice and treatment. Although they do work with medical consultants, it is imperative that a good investigator understand the nature of the work s/he is investigating without constant recourse to experts. This allows an investigation to move ahead smoothly and quickly. When asked what they considered the most complex parts of their jobs, Investigators named: understanding the changing medical codes, protocols and practices; working with the Deputy Attorney Generals in the vertical enforcement model; understanding the different standards for criminal versus civil cases and dealing with highly paid and skilled doctors' attorneys.

Although this information is anecdotal, its persuasive abilities as part of a more technical proposal should not be discounted.

Implementation

A proposal to implement a pay differential for Medical Board Investigators faces a series of reviews and approvals, from the Department of Consumer Affairs, the State and Consumer Services Agency, the Department of Personnel Administration, and the Department of Finance (DOF).

It is reasonable to assume that, as in the past, DCA will have serious concerns about the effects of a pay differential for Medical Board Investigators on Investigators at the Dental Board and in the Headquarters Investigative Unit. To be successful, the Medical Board must find a way to mitigate these concerns. One possibility would be to write the differential without limiting it to the Medical Board but referencing the training curricula that, for now at least, exists only at the Medical Board. Should the Dental Board or HQ Investigative Unit be willing to invest in similar training in the future their Investigators would be eligible. Such a strategy might also satisfy any Agency concerns about equity or potential staff movement.

DPA will have both union and technical concerns that must be addressed in the careful crafting of the pay differential criteria. Among these will be the ability for DPA to explain to other departments the uniqueness of Medical Board investigations and to address potential salary compaction issues. A successful proposal should include considerable and relevant background information and measurable standards. After several failed attempts, it is imperative that the first submission of this new proposal be substantive and address all probable DPA concerns. Both DPA and DOF, representing the Governor's Office, will likely be concerned about the political repercussions of granting additional money in a time of grave fiscal uncertainties regardless of the funding source.

DPA Allocation Factors

Variety and Scope of Responsibility

The number of tasks which make up a position. Variety and scope become relatively unimportant factors where each task or problem is itself of a limited degree of difficulty (e.g., some clerical positions, janitors, etc.). As the level of difficulty of the tasks making up the combination increases, variety may become more significant.

Supervision and Guidelines Received

A measurement of the extent to which tasks performed, actions taken, and decisions made are controlled or limited by supervision or by established law, policy, procedures, guidelines, or technical practices. Refer to Section 170 for the meaning of terms like "Under supervision," "Under general supervision," "Under direction," etc.

Supervision Exercised

A measurement of the nature and extent of the position's authority and responsibility for supervision of the other employees' work. This is reflected by the scope and variety of activities covered, the amount of planning, organizing, directing, assigning work, instructing, training, and disciplining of employees required. The number of employees supervised may be used as a guide to differentiate between different supervisory levels. Refer to Section 170 for different terms to describe this factor, such as: "to have technical supervision," "to supervise," "to direct," "to plan, organize, and direct," etc.

Complexity of Work

This is often a critical allocation factor, especially when attempting to distinguish between full-journey and super-journey levels (i.e., Associate and Staff Specialist). Some elements to consider when determining the complexity of work are:

- status of work or state of development of problem when first presented to employee;
- selection of assignments for employee;
- analytical and problem solving requirements;
- the extent to which plans or actions must be initiated, developed, or decided upon by the employee;
- variety and scope of work (e.g., audits of individuals vs. audits of large corporations).

It should be noted that it is very useful to indicate typical tasks associated with the various levels of complexity ascribed to different classes within a series.

Knowledge and Abilities Required

A measurement of the knowledge, skills, and abilities which the individual must bring to the job. The subject matter of the work and the nature of the problems to be solved will indicate the educational background and the degree of mentality, skill, and analytical ability needed.

Responsibility for Decisions and Actions

A measurement of the nature and extent of the position's authority and responsibility for recommendations, decisions, commitments, or actions. Subject matter, nature of review, and result of error are considered in evaluating positions in this factor.

Personal Contacts/Relationships

This measures types of contact required (employee's own supervisor vs. department director or outside public officials); scope of the subject matter dealt with in the contacts (explaining straightforward procedures vs. negotiating procedures and policies); and the tact, poise, persuasiveness, skill required in the contact.

Working Conditions/Environment

This refers to the physical characteristics/surroundings of the job that make specific demands upon a worker's capacity. These may include work location (inside, outside, or both); machines, tools, equipment required to operate; special physical demands (climbing, lifting, etc.); noise and/or vibration; special hazards or dangers; and other atmospheric conditions.

Consequence of Error

This evaluates the significance of an error, omission, or wrong decision in the carrying out of job duties. The following should be considered:

- impact of the error (e.g., time, inconvenience, inefficiency, money, equipment, health, or life and death);
- scope of the error (e.g., is the error strictly internal or does it affect other units, the public, or both?);
- probability for error to occur (e.g., is there frequent and/or detailed review of work?);
- degree of difficulty in correcting or reversing the error.

Area of Responsibility

This refers to the geographic or program area over which the position has responsibility. For example, does the position have statewide or regional responsibility for a given program; or is the position in a headquarters setting with departmentwide responsibility vs. in an institutional setting?

Administrative Responsibility

This measures the extent to which the position is involved in administrative tasks such as developing and monitoring program goals and objectives; developing and monitoring program budget; and performing personnel, contracts, and business services related activities.

SPEC: INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS
Series Specification
(Established April 9, 1991)

SCOPE

This series specification describes four Investigator, Department of Consumer Affairs, classes used by the Department of Consumer Affairs. These classes are used for positions that conduct and supervise complex and sensitive administrative, civil and criminal investigations related to alleged violations against the vocational or professional licensees of the Department of Consumer Affairs, as well as criminal unlicensed activity. Investigators of the Department of Consumer Affairs perform the full range of peace officer duties and responsibilities in the accomplishment of their assignments. Investigators of the Department of Consumer Affairs may be assigned to provide technical assistance and training to local, State and Federal law enforcement agencies, pharmacists, medical/dental societies, hospital medical staff, technical and professional associations, as well as board and bureau members.

Schem Code	Class Code	Class
VI95	8594	Investigator, Department of Consumer Affairs
VI96	8595	Senior Investigator, Department of Consumer Affairs
VI97	8596	Supervising Investigator I, Department of Consumer Affairs
VI98	8597	Supervising Investigator II, Department of Consumer Affairs

DEFINITION OF SERIES

Investigators of the Department of Consumer Affairs conduct or supervise independent and diverse administrative, civil and criminal investigations against the vocational and professional licensees of the boards and bureaus within the Department of Consumer Affairs; detect or verify suspected violations of provisions of the Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Uniform Controlled Substances Act, and other related codes; locate and interview suspects and witnesses and analyze and evaluate their testimony; examine a variety of records to secure or verify information concerning suspected violations and violators; contact and interview individuals and representatives of business and governmental organizations; gather, assemble, preserve and report facts, statements or affidavits and other evidence for use in legal actions; make felony arrests; investigate complaints; conduct undercover and surveillance operations; investigate the financial and moral character of applicants for licenses; develop and utilize confidential informants; issue misdemeanor citations; investigate suspected misuse of license privileges; monitor

probationary licensees; appear as a witness and arrange for the appearance of witnesses to present testimony in criminal, administrative or civil actions; serve legal papers; interpret and explain the laws, rules and regulations of the boards and bureaus; cooperate, train and maintain liaison with Federal, State, and local law enforcement agencies; participate in community forums; prepare correspondence, reports of investigations, affidavits and recommend action to be taken; prepare and serve search warrants, subpoenas, subpoena duces tecum, temporary restraining orders, civil injunctions, and asset forfeiture documents; conduct drug audits; issue administrative fines and citations; may develop program investigation policies and procedures which specifically require investigative or law enforcement expertise; act as technical advisors; and perform other related work.

FACTORS AFFECTING POSITION ALLOCATION

Complexity and variety of investigations, independence of action and decision making, and degree of supervision exercised and received.

DEFINITION OF LEVELS

INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS

This is the entry, training, and full journey level in the series. Under close supervision, incumbents receive on-the-job training from either a supervisor or an advanced journey level investigator to learn the full range of difficult and complex investigative work. As a full journey level investigator, incumbents will work with a high degree of independence on complex and sensitive cases.

SENIOR INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS

This is the advanced journey level in the series. Under minimal supervision, incumbents independently conduct the most sensitive, complex and diverse criminal and administrative investigations; may act in a lead capacity to direct or review the work of lower-level investigators; may perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise; may be involved as a member of a multi-agency investigation or assignment; and may have independent responsibility to oversee an entire investigative operation or project.

SUPERVISING INVESTIGATOR I, DEPARTMENT OF CONSUMER AFFAIRS

This is the working supervisory level in the series. Incumbents plan, organize and direct a staff of investigators assigned to a geographical area in a region; provide assistance to high-level staff in the development of policies and procedures; may be assigned to headquarters to assist a superior in planning, developing and directing a major investigative program; may be assigned Internal Affairs, Special Investigation and background investigative duties; may act as liaison with related law enforcement and allied agencies; may perform other administrative duties; and prepare reports and correspondence.

SUPERVISING INVESTIGATOR II, DEPARTMENT OF CONSUMER AFFAIRS

This is the full supervisory level in the series. Incumbents plan, organize, and direct the investigation program in an assigned geographic region of the State; assign priorities and develop specific work plans for all program components in their region; review work progress and workload requirements; assist in the development and implementation of administrative policies and procedures. Incumbents may assist the Chief in planning, developing and directing a statewide investigative program/operations; act in the absence of the Chief; and may act as liaison with related law enforcement and allied agencies.

JOB CHARACTERISTICS

ALL LEVELS:

All levels in the Investigator, Department of Consumer Affairs, class series will be required to satisfactorily complete a basic investigative training course as prescribed by the Commission on Peace Officer Standards and Training (POST) prior to the completion of their probationary period. In addition, the Supervising Investigator classes will be required to complete the supervisory course as prescribed by POST. These courses must also be completed prior to the completion of the probationary period of the respective class. Failure to do so will be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.

MINIMUM QUALIFICATIONS

INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS

Either I

Education: Equivalent to graduation from college with a major in criminal justice, law enforcement or criminology or a minor in criminal justice, law enforcement or criminology with evidence that the following courses or their equivalent have been completed: introduction to criminal justice; introduction to criminal law; basic investigation, evidence, criminal procedure; and philosophy of law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of experience as a peace officer performing preliminary investigative work as part of the regular law enforcement activity; and

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement or criminology.

Or III

Experience: One year of experience in the California state service performing duties equivalent to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class

before they can be considered eligible for appointment.)

SENIOR INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS

Either I

One year of experience in the California state service performing the duties of an Investigator, Department of Consumer Affairs, Range C.

Or II

Experience: Three years of progressively responsible experience as a peace officer involved in full-time civil or criminal investigative work; and

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement or criminology.

SUPERVISING INVESTIGATOR I, DEPARTMENT OF CONSUMER AFFAIRS

Either I

One year of experience in the California state service performing the duties of a Senior Investigator, Department of Consumer Affairs.

Or II

Two years of experience in the California state service performing the duties of a Investigator, Department of Consumer Affairs, Range C.

Or III

Experience: Three years of progressively responsible experience as a peace officer involved in civil or criminal investigative work, including or supplemented by at least one year of supervisory experience in an investigative assignment. (Experience in California state service applied toward this requirement must include at least two years performing duties of a class at a level not less than that of Investigator, Department of Consumer Affairs, Range C.); and

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement or criminology.

SUPERVISING INVESTIGATOR II, DEPARTMENT OF CONSUMER AFFAIRS

Either I

One year of experience in the California state service performing the duties of a Supervising Investigator I, Department of Consumer Affairs.

Or II

Three years of experience in the California state service performing the duties of a Senior Investigator, Department of Consumer Affairs.

Or III

Experience: Five years of progressively responsible experience as a peace officer involved in civil or criminal investigative work, including or supplemented by at least two years of supervisory experience in an investigative assignment. (Experience in California state service applied toward this requirement must include at least three years performing duties of a class at a level not less than that of Senior Investigator, Department of Consumer Affairs.); and

Education: Equivalent to completion of two years of college with a major in criminal justice, police science, law enforcement or criminology.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Administrative and criminal investigative techniques; interview and interrogation processes and procedures; provisions of the Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substances Act, and other related codes; administrative and criminal procedures; methods used in securing and preserving of evidence; general training techniques and methods as applied to peace officer training; laws of arrest; search and seizure.

Ability to: Develop techniques, methods and skills required in the conducting of administrative and criminal investigations; apply laws and rules of evidence to specific situations; gather and analyze facts and evidence and present such evidence as required; analyze situations accurately and take effective action; participate actively in surveillance investigations; interview and interrogate; effectively control informants, paid operatives and confidential informants; appear as an expert witness; use and maintain firearms; serve subpoenas, write and execute search warrants and subpoena duces tecum; prepare accurate investigation reports; establish and maintain cooperative working relationships; communicate effectively both orally and in writing.

SENIOR INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS

Knowledge of: All of the above, and program policies and procedures.

Ability to: All of the above, and plan and conduct independently the most sensitive and complex investigations; effectively make use of computerized data and discern patterns of fraud; apply laws and rules of evidence to specific situations; effectively develop and control confidential informants and paid operatives; provide technical advice and assistance to, and conduct training for, appropriate law enforcement and allied health agencies; speak effectively before groups; coordinate multi-agency investigations; function in a lead capacity; provide field training; and act as evidence custodian.

SUPERVISING INVESTIGATOR I, DEPARTMENT OF CONSUMER AFFAIRS

Knowledge of: All of the above, and principles and techniques of supervision; advanced training techniques and methods as applied to peace officer training; the Department's Affirmative Action Program objectives, a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and plan and conduct the most difficult, complex and sensitive administrative and criminal investigations; effectively supervise the work of a team of investigators and other administrative personnel; conduct and conclude background and internal affairs investigations; independently direct a special project or assignment in a given geographical area or region; and effectively contribute to the Department's affirmative action objectives.

SUPERVISING INVESTIGATOR II, DEPARTMENT OF CONSUMER AFFAIRS

Knowledge of: All of the above, and techniques and methods used in administering specialized investigative and enforcement programs, in implementing training programs and in exchanging information with multi-jurisdictional agencies; current management theories and methods of evaluation, organization and functions of the Department of Consumer Affairs, and other local, State and Federal agencies.

Ability to: All of the above, and administer and manage a law enforcement program; plan, organize, coordinate, evaluate and direct the investigative efforts of multiple field offices in a given geographical area; implement training programs; assist in the formulation of the program's policies; assist in administering specialized investigator training programs statewide; address boards and bureaus, general public and allied agencies regarding the Department's mission and purpose; utilize effective and contemporary methods of sound fiscal and personnel management; research, recommend and implement alternative organizational improvements.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PHYSICAL CHARACTERISTICS

ALL LEVELS:

Good health, emotional maturity and stability; sound physical condition; strength, endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; weight proportional to age and height.

CITIZENSHIP REQUIREMENT

ALL LEVELS:

Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.

MINIMUM AGE

ALL LEVELS:

Minimum age at time of appointment: 18 years.

FELONY DISQUALIFICATIONS

ALL LEVELS:

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class. In addition, use of "hard drugs" (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations.

BACKGROUND INVESTIGATION AND PSYCHOLOGICAL SCREENING

ALL LEVELS:

Pursuant to Government Code Sections 1031(a) and 8880.38 all persons successful in examinations for this class will be required to undergo a thorough background investigation prior to appointment.

Government Code Section 1031(f) and POST Regulation 1002(a) (7) requires psychological screening of applicants for peace officer classifications.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Investigator, Department of Consumer Affairs	4/9/91	--	--
Senior Investigator, Department of Consumer Affairs	4/9/91	--	--
Supervising Investigator I, Department of Consumer Affairs	4/9/91	--	--
Supervising Investigator II, Department of Consumer Affairs	4/9/91	--	--

□

Classification Title	Board/Bureau/Division
Investigator, DCA	Medical Board of California
Working Title	Office/Unit /Section/ Geographic Location
	Enforcement
Position Number	Effective Date

The Investigator is the entry level and training level position for the investigator series. Under close supervision of the Supervising Investigator I, the Medical Board of California Investigator conducts diverse administrative, criminal, and civil investigations of physician and surgeons and certain allied healthcare professionals. Under close supervision, the investigator works a variety of cases including, but not limited to: criminal sexual exploitation of patients, cases involving drug violations, unlicensed practice of medicine, unlicensed corporate practice of medicine, insurance fraud and allegations of practicing medicine while impaired (drug use, alcohol abuse and mental disorders).

Pursuant to Government Code section 12529.6, because of the critical importance of the health and safety function of MBC and the complexity of cases involving alleged misconduct by physicians and surgeons, the MBC investigators work closely with the Health Quality Enforcement Section of the Office of the Attorney General under the "vertical enforcement model."

A. Specific Assignments

75% (E) Investigations (Driving, sitting, balance and carrying required)

25% Locates and interviews victims, witnesses and suspected violators; analyzes and evaluates testimony. Consults with medical experts regarding complex issues involving the standard of medical care. Prepares written and recorded statements and evaluates their testimony for possible use in judicial proceedings.

20% Examines a variety of complex medical treatment or other records to secure or verify information concerning suspected violations and violators.

20% Consults with the Deputy Attorney General and/or local prosecutor in planning and coordinating investigations and preparing cases for court. Locates and serves subpoenas on witnesses and suspects. Prepares and serves subpoenas for a variety of medical records. Testifies in criminal court or administrative hearings, as necessary.

10% Coordinates and assists in the preparation and service of search warrants, subpoenas and other legal papers; conducts undercover and surveillance operations. Makes physical arrests of suspects and transports those in custody. Issues citations; seizes and logs evidence; cooperates with federal, state, and local law enforcement agencies on investigations.

20% (E) Investigative Reports (Sitting required)

20% Prepares complex investigation reports for presentation to the Deputy Attorney General for administrative disciplinary action or to the local district attorney to file a criminal complaint.

5% (E) Training/Administrative (Driving, sitting, balance and carrying required)

5% Participates in firearms qualifications and hand-to-hand defensive tactics training and specialized law enforcement technical training. Prepares and performs internal administrative functions such as monthly activity reporting and mileage logs.

B. Supervision Received

The employee reports directly to, and receives assignments from, the Supervising Investigator I. However, assignments and direction may come from a designated lead such as a Field Training Officer or higher level management.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The employee has daily contact with a supervisor and other employees in the office, attorneys of the Office of Attorney General and with licensees and general public as subjects, complainants or witnesses. The employee has occasional to frequent contact with other criminal justice agencies at the county, city, state and federal levels.

F. Actions and Consequences

Failure to complete assigned casework in a timely manner, or inefficiency in conducting investigations, may result in failure to protect the healthcare consumer. Investigations not completed in a timely manner may allow the statute of limitations for the particular violation to lapse. Investigations not completed in a timely manner can delay case resolution. An inadequate investigation may result in allowing a violation of the law (criminal or administrative) to go undetected or unpunished. Many of the cases being investigated affect the health and safety of consumers.

Failure to make a lawful or justified arrest may expose the state to a lawsuit. The excessive or improper use of force in making an arrest may result in injury or death to an employee, suspect or other person and may expose the state to a lawsuit.

G. Functional Requirements

Physical Demands:

The employee is required to perform the full range of peace officer duties. Pursuant to Government Code Section 1031 (f), employees in these positions must be found to be free from physical, emotional, or mental condition, which might adversely affect the exercise of the powers of a peace officer. The employee must be able to demonstrate his/her ability to perform various physical tasks.

In an 8-hour work shift, an employee will routinely:

Stand/Walk/Run:	Occasionally
Sit:	Continuously
Drive:	Frequently
Bend/Stoop:	Occasionally
Squat/Crouch:	Occasionally
Crawl:	Occasionally
Climb:	Occasionally
Reach/Stretch:	Occasionally
Balance:	Continuously
Push/Pull:	Occasionally
Carry:	Continuously, up to 15 pounds as s/he is required to carry a semi-automatic pistol, extra ammunition, handcuffs, chemical agent, etc. The employee will wear body armor (approximately 8 pounds), when required. The employee will occasionally carry up to 80 pounds.
Lift:	Occasionally
Kneel:	Occasionally
Twist:	Occasionally
Foot Movement:	Occasionally, the employee will use repetitive foot movements when driving a vehicle.
Hand Manipulation:	The employee uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for the following: writing or typing reports, maintenance of firearm proficiency, performance of physical arrests and in-service defensive tactics training.

Occasionally	=	1- 33% of workday
Frequently	=	34- 66% of workday
Continuously	=	67-100% of workday

Environmental Conditions:

The employee is required to work both indoors and outdoors, depending on the situation he or she is involved in, at any given time. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. The employee may be exposed to dust and fumes. The employee may occasionally be exposed to toxic materials or have contact with persons believed to have a contagious disease. There is a reasonable expectation of contact with blood-borne pathogens, or bodily fluids, or other potentially infectious materials or chemicals. The employee is exposed to gunpowder and fumes during quarterly firearm/shotgun qualifications and periodic chemical agent training.

H. Other Information

The employee routinely works with sensitive and confidential issues and/or materials, which may include sexually explicit materials and graphic medical procedures such as autopsies. The employee is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times. This position requires working in and driving to, various locations throughout the state and, on occasion, odd or irregular hours. The employee is required to maintain regular and consistent attendance; report to work on time; work his/her full day and work under changing priorities and deadlines. In addition, the employee is required to dress and act professionally, work cooperatively with others and exhibit courteous behavior towards coworkers and the public. Knowledge and proficiency in the use of personal computers and standard office software is desired. A valid California driver license is required.

POST CERTIFICATION

The employee will be required to satisfactorily complete or provide proof of successful completion of a basic investigative training course as prescribed by the California Commission on Peace Officer Standards and Training (POST) prior to the completion of the probationary period. If the employee does not successfully complete the POST course during the probationary period, the employee will be rejected during the probationary period.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Name, Title (printed)

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Name, Title (printed)

➤ **Revision Date: September 25, 2008**

Department of Consumer Affairs
Position Duty Statement
 HR-041 (New 07/08)

Classification Title	Board/Bureau/Division
Senior Investigator, DCA	Medical Board of California
Working Title	Office/Unit /Section/ Geographic Location
	Enforcement
Position Number	Effective Date

Under minimal supervision of the Supervising Investigator I, the Medical Board of California (MBC), Senior Investigator (employee) independently conducts complex administrative, criminal, and civil investigations of physician and surgeons and certain allied healthcare professionals. Examples of complex investigations include, but are not limited to: criminal sexual exploitation of patients, cases involving drug violations, unlicensed practice of medicine, unlicensed corporate practice of medicine, insurance fraud and allegations of practicing medicine while impaired (drug use, alcohol abuse and mental disorders).

Pursuant to Government Code section 12529.6, because of the critical importance of the health and safety function of MBC and the complexity of cases involving alleged misconduct by physicians and surgeons, the MBC investigators work closely with the Health Quality Enforcement Section of the Office of the Attorney General under the "vertical enforcement model."

A. Specific Assignments

75% (E) Investigations (Driving, sitting, balance and carrying required)

25% Locates and interviews victims, witnesses and suspected violators; analyzes and evaluates testimony. Consults with medical experts regarding complex issues involving the standard of medical care. Prepares written and recorded statements and evaluates their testimony for possible use in judicial proceedings.

20% Examines a variety of complex medical treatment or other records to secure or verify information concerning suspected violations and violators.

20% Consults with the Deputy Attorney General and/or local prosecutor in planning and coordinating investigations and preparing cases for court. Locates and serves subpoenas on witnesses and suspects. Prepares and serves subpoenas for a variety of medical records. Testifies in criminal court or administrative hearings, as necessary.

10% Coordinates and assists in the preparation and service of search warrants, subpoenas and other legal papers; conducts undercover and surveillance operations. Makes physical arrests of suspects and transports those in custody. Issues citations; seizes and logs evidence; cooperates with federal, state, and local law enforcement agencies on investigations.

20% (E) Investigative Reports (Sitting required)

20% Prepares complex investigation reports for presentation to the Deputy Attorney General for administrative disciplinary action or to the local district attorney to file a criminal complaint.

5% (E) Training/Administrative (Driving, sitting, balance and carrying required)

5% Participates in firearms qualifications and hand-to-hand defensive tactics training and specialized law enforcement technical training. Prepares and performs internal administrative functions such as monthly activity reporting and mileage logs.

B. Supervision Received

The employee reports directly to, and receives assignments from, the Supervising Investigator I. However, assignments and direction may come from a designated lead or higher level management.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The employee has daily contact with a supervisor and other employees in the office, attorneys of the Office of Attorney General and with licensees and general public as subjects, complainants or witnesses. The employee has occasional to frequent contact with other criminal justice agencies at the county, city, state and federal levels.

F. Actions and Consequences

Failure to complete assigned casework in a timely manner, or inefficiency in conducting investigations, may result in failure to protect the healthcare consumer. Investigations not completed in a timely manner may allow the statute of limitations for the particular violation to lapse. Investigations not completed in a timely manner can delay case resolution. An inadequate investigation may result in allowing a violation of the law (criminal or administrative) to go undetected or unpunished. Many of the cases being investigated affect the health and safety of consumers.

Failure to make a lawful or justified arrest may expose the state to a lawsuit. The excessive or improper use of force in making an arrest may result in injury or death to an employee, suspect or other person and may expose the state to a lawsuit.

G. Functional Requirements

Physical Demands:

The employee is required to perform the full range of peace officer duties. Pursuant to Government Code Section 1031 (f), employees in these positions must be found to be free from physical, emotional, or mental condition, which might adversely affect the exercise of the powers of a peace officer. The employee must be able to demonstrate his/her ability to perform various physical tasks.

In an 8-hour work shift, an employee will routinely:

Stand/Walk/Run:	Occasionally
Sit:	Continuously
Drive:	Frequently
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Crawl:	Occasionally
Climb:	Occasionally
Reach/Stretch:	Occasionally
Balance:	Continuously
Push/Pull:	Occasionally
Carry:	Continuously, up to 15 pounds as s/he is required to carry a semi-automatic pistol, extra ammunition, handcuffs, chemical agent, etc. The employee will wear body armor (approximately 8 pounds), when required. The employee will occasionally carry up to 80 pounds.
Lift:	Occasionally
Kneel:	Occasionally
Twist:	Occasionally
Foot Movement:	Occasionally, the employee will use repetitive foot movements when driving a vehicle.
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H. Other Information

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POST CERTIFICATION

The employee will be required to satisfactorily complete or provide proof of successful completion of a basic investigative training course as prescribed by the California Commission on Peace Officer Standards and Training (POST) prior to the completion of the probationary period. If the employee does not successfully complete the POST course during the probationary period, the employee will be rejected during the probationary period.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Name, Title (printed)

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Name, Title (printed)

➤ **Revision Date: September 25, 2008**

Table of Contents

Introduction	1
Background	2
Methodology.....	3
Phase I.....Specification Comparison	
Phase II....Duty Statement Comparison	
Class Information Summary	4
Department of Consumer Affairs Investigator	5
Department of Consumer Affairs, Senior Investigator	6
Department of Justice, Special Agent	6
Department of Insurance, Fraud Investigator	6
Department of Health Care Services, Special Investigator	6
Employment Development Department, Criminal Investigator.....	6
Department of Corporations, Corporations Investigator	6
Department of Corporations, Associate Corporations Investigator	6
Specification Comparison	4
Department of Consumer Affairs Investigator	5
Department of Consumer Affairs, Senior Investigator	6
Department of Justice, Special Agent	6
Department of Insurance, Fraud Investigator	6
Department of Health Care Services, Special Investigator	6
Employment Development Department, Criminal Investigator.....	6
Department of Corporations, Corporations Investigator	6
Department of Corporations, Associate Corporations Investigator	6

Classification Information Summary

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Justice (DOJ)	Insurance (DOI)
Classification	Investigator	Senior Investigator	Special Agent	Fraud Investigator
Class code	8594	8595	8482	7539
Salary	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00	4,888.00 - 6,194.00	A 3,740.00 - 4,840.00 B 4,474.00 - 6,085.00 C 5,397.00 - 7,341.00	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	318	NA	175	301
Pay Differentials	Van Pool Incentive #188 \$100.00	Van Pool Incentive #188 \$100.00	SA Field Training Officer #56 One Step Van Pool Incentive #188 \$100.00	FI R&R #173 \$200.00 Per pay Period Los Angeles County Santa Clara County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA	NA	NA	NA
Established/ Filled Positions As of 3/31/08	21/18	51/39.80	412.80/297	184/129.5

Departments				
	Health Care Services (DHCS)	Employment Development (EDD)	Corporations (DOC)	Corporations (DOC)
Classification	Fraud Investigator	Criminal Investigator	Corporations Investigator	Associate Corporations Investigator
Class code	8064	7568	8570	8571
Salary	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00	4,888.00 - 6,194.00
Alternate Ranges	421	425	252	NA
Pay Differentials	SI R&R #173 \$200.00 Per pay Period Los Angeles County Van Pool Incentive #188 \$100.00	SI R&R #173 \$200.00 Per pay Period Los Angeles County Van Pool Incentive #188 \$100.00	Van Pool Incentive #188 \$100.00	Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA	NA	NA	NA
Established/ Filled Positions As of 3/31/08	117/102	37/35	2/2	1/1

Salary Comparison

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Justice (DOJ)	Justice (DOJ)
Classification	Investigator	Investigator	Special Agent	Special Agent
Class code	8594	8594	8482	8482
Salary	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00		A +109.00 - 464.00 B+419.00 – 953.00 C+943.00 – 1,710.00	A 3,740.00 - 4,840.00 B 4,474.00 - 6,085.00 C 5,397.00 - 7,341.00
Alternate Ranges	318			175
Pay	Van Pool Incentive			SA Field Training Officer
Differentials	#188 \$100.00			#56 One Step Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Justice (DOJ)	Justice (DOJ)
Classification	Senior Investigator	Senior Investigator	Special Agent	Special Agent
Class code	8595	8595		8482
Salary	4,888.00 - 6,194.00	Compared to Range C (\$509.00 -1,147.00)		A 3,740.00 - 4,840.00 B 4,474.00 - 6,085.00 C 5,397.00 - 7,341.00
Alternate Ranges	NA			175
Pay	Van Pool Incentive			SA Field Training Officer
Differentials	#188 \$100.00			#56 One Step Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Salary Comparisons

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Insurance (DOI)	Insurance (DOI)
Classification	Investigator	Investigator	Fraud Investigator	Fraud Investigator
Class code	8594	8594	7539	7539
Salary	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00		A +\$271.00 - 328.00 B +\$399.00 - 499.00 C+\$434.00 - 563.00	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	318			301
Pay	Van Pool Incentive		+\$200.00	R&R #173 \$200.00
Differentials	#188 \$100.00		Los Angeles County Santa Clara County	Per pay Period Los Angeles County Santa Clara County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Insurance (DOI)	Insurance (DOI)
Classification	Senior Investigator	Senior Investigator	Fraud Investigator	Fraud Investigator
Class code	8595	8595	7539	7539
Salary	4,888.00 - 6,194.00	0 = To Range C	0	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	NA			301
Pay	Van Pool Incentive		+\$200.00	R&R #173 \$200.00
Differentials	#188 \$100.00		Los Angeles County Santa Clara County	Per pay Period Los Angeles County Santa Clara County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Salary Comparison

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Health Care Services (DHCS)	Health Care Services (DHCS)
Classification	Investigator	Investigator	Fraud Investigator	Fraud Investigator
Class code	8594	8594	8064	8064
Salary	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00		A +271.00 - 328.00 B +399.00 - 499.00 C+434.00 - 563.00	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	318			421
Pay Differentials	Van Pool Incentive #188 \$100.00		+ \$200.00 Los Angeles County	SI R&R #173 \$200.00 Per pay Period Los Angeles County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Health Care Services (DHCS)	Health Care Services (DHCS)
Classification	Senior Investigator	Senior Investigator	Fraud Investigator	Fraud Investigator
Class code	8595	8595	8064	8064
Salary	4,888.00 - 6,194.00	0 = To Range C	0	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	NA			421
Pay Differentials	Van Pool Incentive #188 \$100.00	0 = To Range C	+\$200.00 Los Angeles County	SI R&R #173 \$200.00 Per pay Period Los Angeles County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Salary Comparison

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Employment Development (EDD)	Employment Development (EDD)
Classification	Investigator	Investigator	Criminal Investigator	Criminal Investigator
Class code	8594	8594	7568	7568
Salary	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00		A +271.00 - 328.00 B +399.00 - 499.00 C+434.00 - 563.00	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	318			425
Pay	Van Pool Incentive		+ \$200.00	SI R&R #173 \$200.00
Differentials	#188 \$100.00		Los Angeles County	Per pay Period Los Angeles County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Employment Development (EDD)	Employment Development (EDD)
Classification	Senior Investigator	Senior Investigator	Criminal Investigator	Criminal Investigator
Class code	8595	8595	7568	7568
Salary	4,888.00 - 6,194.00	0 = To Range C	0	A 3,902.00 - 4,704.00 B 4,454.00 - 5,631.00 C 4,888.00 - 6,194.00
Alternate Ranges	NA			425
Pay	Van Pool Incentive		+ \$200.00	SI R&R #173 \$200.00
Differentials	#188 \$100.00		Los Angeles County	Per pay Period Los Angeles County Van Pool Incentive #188 \$100.00
Hire Above Minimum	NA			NA

Salary Comparison

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Corporations (DOC)	Corporations (DOC)
Classification	Investigator	Investigator	Corporations Investigator	Corporations Investigator
Class code	8594	8594	8570	8570
Salary	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00	0	0	A 3,631.00-4,376.00 B 4,055.00-5,132.00 C 4,454.00-5,631.00
Alternate Ranges	318			252
Pay	Van Pool Incentive			Van Pool Incentive
Differentials	#188 \$100.00			#188 \$100.00
Hire Above Minimum	NA			

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Corporations (DOC)	Corporations (DOC)
Classification	Senior Investigator	Senior Investigator	Associate Corporations Investigator	Associate Corporations Investigator
Class code	8595	8595	8571	8571
Salary	4,888.00 - 6,194.00	0	0	4,888.00 - 6,194.00
Alternate Ranges	NA			NA
Pay	Van Pool Incentive			Van Pool Incentive
Differentials	#188 \$100.00			#188 \$100.00
Hire Above Minimum	NA			NA

Specifications Comparisons

Departments				
	Consumer Affairs (DCA) Medical Board of CA	Consumer Affairs (DCA) Medical Board of CA	Justice (DOJ)	Insurance (DOI)
Classification	Investigator	Senior Investigator	Special Agent	Fraud Investigator
Class code	8594	8595	8482	7539
Definition of Levels	This is the entry, training, and full journey level in the series. Under close supervision, incumbents receive on-the-job training from either a supervisor or an advanced journey level investigator to learn the full range of difficult and complex investigative work. As a full journey level investigator, incumbents will work with a high degree of independence on complex and sensitive cases.	This is the advanced journey level in the series. Under minimal supervision, incumbents independently conduct the most sensitive, complex and diverse criminal and administrative investigations; may act in a lead capacity to direct or review the work of lower-level investigators; may perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise; may be involved as a member of a multi-agency investigation or assignment; and may have independent responsibility to oversee an entire investigative operation or project.	Incumbents in this class conduct civil, criminal, or narcotic investigation and enforcement activities for the Department of Justice. Incumbents are assigned to a team and may work independently or as a leadsperson coordinating the work of other law enforcement personnel. Incumbents may be assigned to provide training and technical assistance to law enforcement personnel.	This is the entry, first journey, and full journey level in the Fraud Investigator, Department of Insurance, and series. Under close supervision of a Supervising Fraud Investigator I, incumbents are assigned law enforcement responsibilities commensurate with their background and training; conduct criminal investigations of felony violations of State and Federal law relating to insurance fraud and white-collar crime. Incumbents may work alone, with a team, or as a lead criminal investigator assigned to conduct investigations of criminal enterprises and profiteering and assist in the prosecution of cases involving these groups in both State and Federal courts; and conduct investigations involving a broad range of felony violations, both State and Federal judicial systems.
Minimum Qualifications	<p>Either I</p> <p>Education: Equivalent to graduation from college with a major in criminal justice, law enforcement or criminology or a minor in criminal justice, law enforcement or criminology with evidence that the following courses or their equivalent have been completed: Introduction to criminal justice; introduction to criminal law; basic investigation, evidence, criminal procedure; and philosophy of law. (Registration as a senior in a</p>	<p>Either I</p> <p>One year of experience in the California state service performing the duties of an Investigator, Department of Consumer Affairs, Range C.</p> <p>Or II</p> <p>Experience: Three years of progressively responsible experience as a peace officer involved in full-time civil or criminal investigative work; and</p> <p>Education: Equivalent to two years of college with a major in criminal</p>	<p>Either I</p> <p>One year of experience in the California state service performing the duties of the class of Special Agent Trainee, Department of Justice. (Applicants who have completed six months performing the duties of a Special Agent Trainee, Department of Justice, will be admitted to the examination, but they must satisfactorily complete one year of experience in the class of Special Agent Trainee, Department of Justice, before they will be</p>	<p>Either I</p> <p>Education: Equivalent to graduation from an accredited four-year college with a major in criminal justice, law enforcement, criminology, administration of justice, police science, or a minor in law enforcement, criminology, administration of justice, or police science with evidence that the following courses or their equivalent have been completed: Introduction to Criminal Justice; Introduction to Criminal Law; Basic Investigation,</p>

recognized institution will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of experience as a peace officer performing preliminary investigative work as part of the regular law enforcement activity; and Education: Equivalent to two years of college with a major in Criminal justice, police science, law enforcement or criminology.

Or III

Experience: One year of experience in the California state service performing duties equivalent to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

justice, police science, law enforcement or criminology.

considered eligible for appointment.)

Or II

Experience: Two years of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.) and Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

Or III

Experience: One year of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.) and

Education: Equivalent to graduation from college.

Evidence, Criminal Procedure; and Philosophy of Law. (Registration as a senior in a recognized institution will admit applicants to the examination, however they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of peace officer experience (as defined by the California Penal Code, Chapter 4.5, Sections 830.1, 830.2, 830.3, and 830.8) in an investigative assignment in a government agency. and

Education: Equivalent to completion of two years of college (60 semester hours) from an accredited college with a major in law enforcement, criminal justice, administration of justice, police science, or criminology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Applicants who are being considered for positions assigned as "Peace Officer" status, as defined by California law, must possess the educational equivalent of completion of the 12th grade.)

Or III

Experience: One year of experience in the California state service performing the duties at a level comparable to an Investigator Assistant. (Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.) and Education: Equivalent to two years

(60 semester units) of college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology, with evidence of completion of courses in the following subject areas: Introduction to Criminal Justice, Introduction to Criminal Law, Basic Investigation, Evidence, Criminal Procedure, and Philosophy of Law.)

Knowledge and Abilities

ALL LEVELS:

Knowledge of: Administrative and criminal investigative techniques; interview and interrogation processes and procedures; provisions of the Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substances Act, and other related codes; administrative and criminal procedures; methods used in securing and preserving of evidence; general training techniques and methods as applied to peace officer training; laws of arrest; search and seizure.

Ability to: Develop techniques, methods and skills required in the conducting of administrative and criminal investigations; apply laws and rules of evidence to specific situations; gather and analyze facts and evidence and present such evidence as required; analyze situations accurately and take effective action; participate actively in surveillance investigations; interview and interrogate; effectively control informants, paid operatives and confidential informants; appear as an expert witness; use and maintain firearms;

Knowledge of: All of the above, and program policies and procedures.

Ability to: All of the above, and plan and conduct independently the most sensitive and complex investigations; effectively make use of computerized data and discern patterns of fraud; apply laws and rules of evidence to specific situations; effectively develop and control confidential informants and paid operatives; provide technical advice and assistance to, and conduct training for, appropriate law enforcement and allied health agencies; speak effectively before groups; coordinate multi-agency investigations; function in a lead capacity; provide field training; and act as evidence custodian.

Knowledge of: All of the above, and major investigative operational plans; interview, interrogation, information, and intelligence gathering processes and procedures; proper tactics and use of force in affecting arrests of suspects, felony car stops, and entry in fortified buildings; proper techniques to plan and coordinate multisuspect/multidwelling enforcement actions; sophisticated investigative techniques including use of wiretaps, pin registers, traps, tracking devices, subpoenas, and complex search warrants; peace officer training techniques and methods; applicable Department policies and procedures; the interrelationship of other law enforcement agencies with the Department of Justice; techniques for securing, preserving, and handling evidence; techniques used to prevent diversion of licit drugs to illicit channels; undercover operations using paid and unpaid operators; use of relational database software to analyze and evaluate fiscal data from various sources and to analyze seized computerized data; the role and availability of forensic support services in the investigative process; contemporary computer technology and communications

Knowledge of: Criminal investigative techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure, including seizure of computers; proper tactics and use of force in making arrest, felony car stops, and high risk entries; service of legal process and the legal rights of citizens; interview and interrogation techniques; provisions of the California Penal Code, Insurance code, Evidence Code, Business and Professions Code Health and Safety Code, and related Federal statutes; techniques for securing, preserving, and handling evidence; the use and capabilities of the California Law Enforcement Telecommunications System (CLETS) and the Fraud Integrated Data Base (FIDB); sources of information in locating witnesses and suspects; general training techniques and methods as applied to peace officer training; undercover operations utilizing informants; procedures for operating specialized surveillance equipment; computer applications and software utilized by the Fraud Division; Department and Branch policies and procedures.

Ability to: Plan and conduct complex investigations into insurance fraud and white-collar crime; apply laws

serve subpoenas, write and execute search warrants and subpoena duces tecum; prepare accurate investigation reports; establish and maintain cooperative working relationships; communicate effectively both orally and in writing

systems used in the investigative process; use of computers to prepare search warrants, affidavits, and reports in field locations; use of computers to maintain administrative time reports, reports of investigation, and case and file management systems.

Ability to: All of the above, and identify controlled substances; gather, analyze, and present facts and evidence; utilize various software programs to analyze computerized data from various State and Federal fiscal intermediaries and identify patterns of fraud; analyze situations accurately and take effective action; work undercover; participate actively in covert moving, stationary, and aerial surveillances, investigations, and interviews; file complaints and serve legal documents; conduct and coordinate multiagency and/or complex investigations as a lead agent; plan and coordinate raid and operational actions as a case agent; coordinate with prosecutorial agencies and the court in the prosecution of suspects as the trial agent; photograph crime scenes; use and maintain communications and investigative equipment; appear as an expert witness; prepare and present well-organized, accurate court testimony; use proper techniques during tactical operations; provide technical assistance to and conduct training for other allied and public agencies and law enforcement personnel; develop and maintain sources of information.

and rules of evidence to specific situations; gather and analyze facts and evidence; write clear and concise reports of case investigation for State and Federal prosecutors; analyze situations accurately and take effective action; conduct interviews of witnesses and interrogate suspects; effectively participate in, or direct, undercover operations and surveillance assignments operations; establish and maintain effective working relationships and be able to speak effectively before groups; adapt quickly to changing situations; photograph crime scenes and use sophisticated evidence gathering equipment; properly prepare and execute search warrants including, but not limited to, the search and seizure of computer equipment; make felony arrests using proper tactics; appear and testify as an expert witness in State and Federal courts; file criminal complaints in State and Federal courts; use, maintain, and qualify with Division approved firearms, and maintain firearm proficiency as required by POST and Division policy; properly utilize emergency equipped vehicles; serve legal documents; transcribe and dictate reports of surreptitious recordings; develop and control confidential informants;; operate computer applications and software utilized by the Fraud Division; participate in covert stationary, mobile, or aerial surveillances; serve as range master, defensive tactics, and computer forensic expert on special forensic assignments; assume fictitious identities for undercover roles; plan, conduct, and coordinate complex investigations as a lead

agent; conduct and coordinate multiagency task force operations; provide insurance fraud awareness, detection, and training on reporting requirements to allied law enforcement insurance industry personnel, and the general public; conduct background and internal affair investigations as required; act as a Division Training Instructor or Field Training Investigator.

Special Personal Characteristics

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles.

No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; ability to work under stress and adverse conditions; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary, and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas, and distractionary devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

Willingness to work throughout the State and at unusual hours, as required; keenness of observation; good memory for names, faces, places, and incidents; associate with criminally inclined persons and environments in performance of duties; satisfactory maintain a clean record as a law-abiding citizen; possess a valid driver license of the appropriate class issued by the Department of Motor Vehicles; work under stress and adverse conditions; perform tedious tasks (e.g., reading through large case investigation files, or working in a surveillance vehicle for long periods of time); learn about insurance fraud and related legal issues and procedures; comply with established policies and procedures of the Fraud Division; physically restrain suspects while performing the duties of a peace officer; carry out all peace officer duties; speak in front of groups; carry firearms; travel frequently; and safely operate a motor vehicle.

Special Physical Characteristics	Good health, emotional maturity and stability; sound physical condition; strength, endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; weight proportional to age and height.		Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; and weight proportionate to height.	Good health, sound physical condition, and free from any physical or mental condition that would interfere with performance of duties; effective use of both hands; strength, endurance, and agility; emotional stability; normal hearing; normal vision or vision corrected to normal; and weight proportional to age and height.
Additional Desirable Characteristics	NA	NA	In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.	In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure and laws of arrest, and search and seizure.
Citizenship Requirements	Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.			
Minimum Age	Minimum age at time of appointment: 18 years.	NA	SPECIAL AGENT TRAINEE, DEPARTMENT OF JUSTICE Minimum age for appointment is 18 years of age	Minimum age at time of appointment: 21 years.
Felony Disqualification	Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class In addition, use		PEACE OFFICER STANDARDS ALL LEVELS: Felony Disqualification: Pursuant to Government Code Section 1029,	PEACE OFFICER STANDARDS ALL LEVELS: Citizenship Requirement: Pursuant to Government Code Section

of "hard drugs" (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations.

persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation.

1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Background Investigation and Psychological Screening: Pursuant to Government Code Section 1031(a) and 888.38, all persons successful in examinations for these classes shall be required to undergo a thorough background investigation prior to appointment. Government Code Section 1031(f) and Peace Officer's Standard Training Regulation (P.O.S.T.) 1002(a)(7) require

psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential of the job safely and effectively.

Drug Testing Requirement:
Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Background Investigation
and
Psychological Screening**

Pursuant to Government Code Sections 1031(a) and 8880.38 all persons successful in examinations for this class will be required to undergo a thorough background investigation prior to appointment.

Government Code Section 1031(f) and POST Regulation 1002(a) (7) requires psychological screening of applicants for peace officer classifications.

Specifications Comparisons

	Departments			
	Health Care Services (DHCS)	Employment Development (EDD)	Corporations (DOC)	Corporations (DOC)
Classification	Fraud Investigator	Criminal Investigator	Corporations Investigator	Associate Corporations Investigator
Class code	8064	7568	8570	8571
Salary				
Definition of Levels	<p>This is the entry, journey, and full journey level in the series. Under close supervision, incumbents receive on-the-job training to learn the full range of investigative work. As a full journey level investigator, incumbents independently conduct investigations of criminal violations of fraud, abuse, and neglect perpetrated by applicants/recipients of the Medi-Cal and other Department of Health Services programs. Incumbents may work alone, within a group, or as a lead person coordinating the work of other investigators.</p>	<p>This is the entry, journey, and full journey level in the series. Under close supervision, incumbents receive formal and on-the-job training to learn the full range of investigative work. As a full journey level investigator, incumbents independently conduct the most sensitive, complex, and diverse criminal and administrative investigations; may act in a lead capacity to direct or review the work of lower-level investigators; assist in program or policy development and interpretation; may be involved as a member of a multiagency investigation or assignment; and may have independent responsibility to oversee an entire investigative operation or project.</p>	<p>This is the entry, first journey and full journey level in the series. Under supervision, incumbents are trained in investigative techniques and conduct civil and criminal investigations. Incumbents in this class assist higher level enforcement staff and gradually assume, as a full journey level investigator, responsibility for the most complex investigations, work independently, and lead or review work of subordinate staff.</p>	<p>This is a technical litigation specialist position. Incumbents are assigned complex specialized administrative, civil and criminal litigation cases with technical emphasis in areas of accounting, real estate principles, health law, commodities, computer theory and application, and other specialized areas as identified by departmental officials. Where it is perceived that the Department will have to commence administrative or civil action or refer the case for criminal prosecution, incumbents will assist and provide technical expertise to departmental personnel, District Attorneys and other law enforcement agencies. Incumbents may work independently or as a leadperson coordinating the work of a team of Corporations Investigators on complex administrative, civil and criminal cases that are characterized by fragmentary books, sophisticated computerized data input and extraction, and elaborate financial and real estate schemes.</p>
Minimum Qualifications	<p>Either I Education: Equivalent to graduation from a four-year college with a major in criminal justice, law enforcement, or criminology; or a minor in criminal justice, law enforcement, or criminology with evidence that the following courses or their equivalent have been</p>	<p>Either I Education: Equivalent to graduation from college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology; or a minor in criminal justice, law enforcement, police science, administration of justice, or criminology, with evidence that the</p>	<p>Either I Education: Equivalent to a four-year degree from college with a major preferably in criminal justice, administration of justice, or police science. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of</p>	<p>Either I One year of experience in the California state service performing the duties of a Corporations Investigator, Range C. Or II Experience: Two years of responsible experience as an investigator or detective in a</p>

completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of peace officer experience in an investigative assignment in a governmental agency. and

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, or criminology. Evidence of satisfactory completion of courses in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Applicants being considered for Fraud Investigator, Department of Health Services, positions and assigned "peace officer" status, as defined by California state law, must possess the educational equivalent to completion of the 12th grade.)

Or III

Experience: One year of experience in the California state service performing duties comparable to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete

following courses or their equivalent have been completed: Introduction to Criminal Justice; Introduction to Criminal Law; Basic Investigation, Evidence, and Criminal Procedure; and Philosophy of Law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of peace officer experience (defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code) performing criminal investigative work as part of the regular law enforcement activity and possession of a current Peace Officer Standards and Training (POST) Basic or Specialized Basic Law Enforcement Certificate. and

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology, with evidence of completion of courses in the following subject areas: Introduction to Criminal Justice; Introduction to Criminal Law; Basic Investigation, Evidence, and Criminal Procedure; and Philosophy of Law.

Or III

Experience: One year of experience in the California state service performing the duties of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they

graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of experience in investigative work; and

Education: Equivalent to two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Or III

Experience: One year of experience in the California state service performing the duties comparable to those of an Investigator Assistant or in an investigation assignment in the class of Management Services Technician, Range B. Applicants who are being considered for Corporations Investigator positions assigned "Peace Officer" status (as determined by California state law) must possess the educational equivalent to completion of the twelfth grade. (Applicants who have completed six months of service as an investigator Assistant or six months at Range B of the Management Services Technician will be admitted to the examination, but they must satisfactorily complete one year of experience in either of these classes before they can be considered eligible for appointment.)

governmental or private agency involved in full-time civil or criminal investigative work. and

Education: Equivalent to a four-year degree with a major preferably in criminal justice, administration of justice, or police science. Up to two years of the educational requirement may be satisfied by substituting experience on a year-for-year basis.

one year of experience in the class before they can be considered eligible for appointment). and

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, or criminology. Evidence of satisfactory completion of courses in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

can be considered eligible for appointment.) and

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology, with evidence of completion of courses in the following subject areas: Introduction to Criminal Justice; Introduction to Criminal Law; Basic Investigation, Evidence, and Criminal Procedure; and Philosophy of Law.

Knowledge and Abilities

Knowledge of: Civil and criminal investigation techniques and interview and interrogation processes and procedures; provisions of the California Penal Code, Code of Civil Procedures; Evidence Code; the State Controlled Substances Act; Health and Safety Code, Welfare and Institutions Code, Code of Federal Regulations, the Federal Social Security Act, the Immigration and Naturalization Act, and other State and Federal laws pertaining to crimes committed against Medi-Cal and other related programs; the relative functions and duties of other Federal, State, and local law enforcement and regulatory agencies; the State and Federal criminal justice system; he securing and preservation of evidence; general training techniques and methods as applied to police officer training; laws of arrest, and search and seizure.

Ability to: Develop techniques, methods, and skills and apply applicable laws required to conduct civil and criminal investigations; effectively make use of the computerized data maintained by

Knowledge of: Criminal law and criminal investigative techniques and procedures; rules of evidence and court procedures; laws of arrest and search and seizure, including search and seizure of computers; evidence securing and preserving; service of legal process and the legal rights of citizens; interview and interrogation techniques, processes, and procedures; interpreting and applying the provisions of the California Unemployment Insurance Code, California Penal and Evidence Codes, and related State and Federal statutes; sources of information used in locating persons; general training techniques and methods as applied to peace officer training.

Ability to: Plan and conduct the most difficult and complex criminal investigations of alleged fraud violations; conduct background and/or internal affairs investigations; apply laws and rules of evidence to specific situations; gather and analyze facts and evidence; write clear and concise reports of investigation for local, State, and Federal prosecutors; analyze situations accurately and take

ALL LEVELS:

Knowledge of: civil and criminal investigation techniques and interview and interrogation processes and procedures; provisions of appropriate laws found in the California Corporations, Financial and Health and Safety Codes, the California Penal Code, the Code of Civil Procedures and Federal laws relating to the qualification and sale of securities; duties of Federal, State, and local law enforcement agencies; methods and terminology used in the modus operandi system; the securing and preservation of evidence; and general training techniques and methods as applied to peace officer training.

Ability to: develop techniques, methods and skills required in the conducting of civil and criminal investigations; apply laws and rules to specific situations; gather and analyze facts and evidence and present such evidence as required; analyze situations accurately and take effective action; participate actively in interviews and interrogation; appear as an expert

the State and fiscal intermediaries; read computerized data and discern patterns of fraud; apply laws to specific situations; gather and analyze facts and evidence and present such evidence as required; analyze situations accurately and take effective action; participate actively in extended surveillance, interviews, and interrogations; use sophisticated surveillance equipment; effect arrests; effectively control informants and paid operant's; appear as an expert witness; proficiently use and maintain firearms; file complaints, and serve criminal subpoenas and subpoena duces tecums; write and execute search and arrest warrants; prepare factual reports; provide technical assistance to and conduct training for appropriate law enforcement and allied health agencies; communicate effectively before groups; establish and maintain cooperative working relationships.

appropriate action; interview witnesses and interrogate suspects; participate in undercover and surveillance assignments; establish and maintain effective working relationships and be able to communicate effectively before groups; use sophisticated evidence gathering and photographic equipment; plan and coordinate complex fraud investigations involving surveillance and tailing activities, service of multiple search warrants, felony arrest warrants, and undercover operations that involve sensitive handling of suspects; prepare and execute search warrants to include the search and seizure of computer evidence; make felony arrests; testify as an expert witness for prosecutors in State and Federal courts; file criminal complaints; prepare and serve subpoenas; act as lead investigator and trainer over entry-level investigators.

witness; file complaints, conduct interrogations, serve subpoenas, take depositions; prepare copies and accurate reports and microfilm documents/evidence in the field; provide technical assistance to and conduct training for local law enforcement agencies; speak effectively before groups; establish and maintain cooperative working relationships; speak and write effectively.

Special Personal Characteristics

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; emotional stability; tact; willingness to associate with criminally inclined persons and environments in performance of duties; satisfactory record as a law-abiding citizen; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; ability to work under stress and adverse conditions; exercise good judgment; demonstrate good work habits; and satisfactory completion, as a condition of probation, of all training

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; reliability; satisfactory record as a law-abiding citizen; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving or stationary surveillance; willingness to pursue potentially violent repeat offenders and effect their arrest; willingness to use all appropriate means to carry

ALL LEVELS:

Willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; satisfactory record as a law-abiding citizen, and possession of a valid California driver's license.

	prescribed by POST.	out peace officer duties; ability to work under stress and adverse conditions; exercise good judgment; demonstrate good work habits; and satisfactory completion, as a condition of probation, of all training prescribed by POST.	
Special Physical Characteristics	Good health, emotional maturity, and stability; sound physical condition; freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes; effective use of both hands; strength; endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or corrected to normal; and weight proportional to age and height.	Good health, emotional maturity, and stability; sound physical condition; freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classifications; effective use of both hands; strength; endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or corrected to normal; and weight proportional to age and height.	<p>ALL LEVELS:</p> <p>Good health, sound physical condition, strength, endurance, and agility; normal hearing; and body weight in normal proportion to height.</p>
Additional Desirable Characteristics	In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level and evidence of completed coursework in the following subjects: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.	NA	
Citizenship Requirements			<p>ALL LEVELS:</p> <p>Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for his examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes</p>

			prior to their 19th birthday.
Minimum Age	Minimum age at time of appointment: 18 years.	Minimum age requirement at time of appointment: 21 years.	Minimum age at time of appointment: 18 years.
Felony Disqualification	<p>PEACE OFFICER STANDARDS</p> <p>ALL LEVELS:</p> <p>Felony Disqualification: Existing law provides that persons convicted of a felony or other states equivalent are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class. In addition, use of hard drugs (e.g., heroin, cocaine, or hallucinogens) at any time as an adult constitutes basis for disqualification from peace officer examinations.</p> <p>Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.</p> <p>Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for the examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for</p>	<p>PEACE OFFICER STANDARDS</p> <p>ALL LEVELS:</p> <p>Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.</p> <p>Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.</p>	<p>ALL LEVELS:</p> <p>Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.</p>

citizenship is denied.

Background Investigation: Pursuant to Government Code Section 1031(a) and 8880.38, all persons successful in examinations for this class will be required to undergo a thorough background investigation prior to appointment.

POST Training Requirements: Under Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

Psychological Screening: Government Code Section 1031(f) and POST Regulation 1002(a)(7) require psychological screening of applicants for peace officer classifications.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Firearm Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classifications.

Background Investigation: Pursuant to Government Code 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone an Employment Development Department background investigation may be required to undergo an additional background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Screening: Government Code Section 1031(f) and POST Regulation 1002(a)(7) require psychological screening of applicants for peace officer classifications.

POST Training Requirements: Under Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

SPEC: SPECIAL AGENT, DEPARTMENT OF JUSTICE, SERIES
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SPECIAL AGENT, DEPARTMENT OF JUSTICE
Series Specification
(Established April 6, 1972)

SCOPE

This series specification describes five Special Agent classes used by the Department of Justice. Incumbents in these classes conduct, supervise, or manage complex and sensitive civil, criminal, and narcotic investigations and enforcement activities. Special Agents, Department of Justice, may be assigned to provide technical assistance and training to other law enforcement officers and may serve in special assignments for the Department. Special Agents of the Department of Justice perform the full range of peace officer duties and responsibilities in accomplishing their assignments.

Schem Code	Class Code	Class
VG15	8514	Special Agent Trainee, Department of Justice
VG25	8482	Special Agent, Department of Justice
VG45	8524	Special Agent Supervisor, Department of Justice
VG50	8523	Special Agent-In-Charge, Department of Justice
VG55	8522	Senior Special Agent-In-Charge, Department of Justice

DEFINITION OF SERIES

Special Agents, Department of Justice, conduct complex civil and criminal investigations involving the illegal manufacture, distribution, sales, diversion, possession, and use of controlled substances; conduct investigations of cases involving organized criminal activity including, but not limited to, sexual predators, violent repeat offenders, terrorists, and users of illegal weapons; plan, coordinate, and participate in enforcement actions involving multiple felony suspects; work undercover as well as participate in covert stationary, mobile, and aerial surveillances; conduct complex investigations of antitrust violations, Medi-Cal (Medicaid) and Federal health care program provider fraud, money laundering, asset forfeiture, physical and financial abuse, neglect, and sexual assault of elders, dependant adults, and patients, and consumer and investment frauds; assist other law enforcement agencies to conduct complex investigations; plan, direct, and coordinate enforcement activities with other law enforcement agencies; interrogate and interview suspects and witnesses; make arrests; confer with and/or assist prosecutors in preparing cases for court; serve search warrants to seize evidence of criminal activity; investigate conspiracies in restraint of trade, monopolistic, and unfair trade practices by business organizations; investigate the diversion by doctors, pharmacists, nurses, or other medical practitioners or medical providers of controlled substances to illicit use of legally manufactured controlled substances that relates to a MediCal/Medicaid provider; appear as witnesses; advise and consult with Federal, State, and local law enforcement agencies concerned with the criminal, public health, and educational aspects of the suppression

of illegal narcotic traffic; plan and coordinate narcotic enforcement activities involving State, Federal, county, and local law enforcement personnel; make arrests of law violators; gather intelligence data; investigate allegations of illegal activity or irregularities by State or local officials; provide training and technical assistance in the latest techniques of enforcement and investigation to State and local law enforcement agencies; serve in special assignments including, but not limited to, aircraft pilot, Foreign Prosecution, Criminal Investigative Profiler, drug task force supervisor, or legislative advocate for the Department; conduct inspections of Department regional office operations and internal affairs investigations and recommend any necessary actions; make public presentations; and provide protective services to public officials.

DEFINITION OF LEVELS

SPECIAL AGENT TRAINEE, DEPARTMENT OF JUSTICE

This class is used for the recruitment and development of individuals with a four-year college degree who do not possess investigative law enforcement experience. Incumbents will receive comprehensive, on-the-job training in the application of the principles and techniques of conducting civil, criminal, or narcotic investigations and enforcement activities for the Department of Justice.

Special Agent Trainees, Department of Justice, must successfully complete all academy courses, including academic classes, physical training, physical methods of arrest, vehicle operation, and use of weapons in order to be eligible to qualify to move to the class of Special Agent, Department of Justice. Failure in the Special Agent Trainee, Department of Justice, class to qualify for movement to the class of Special Agent, Department of Justice, within the prescribed training period will be cause for termination.

SPECIAL AGENT, DEPARTMENT OF JUSTICE

Incumbents in this class conduct civil, criminal, or narcotic investigation and enforcement activities for the Department of Justice. Incumbents are assigned to a team and may work independently or as a leadperson coordinating the work of other law enforcement personnel. Incumbents may be assigned to provide training and technical assistance to law enforcement personnel.

SPECIAL AGENT SUPERVISOR, DEPARTMENT OF JUSTICE

Incumbents in this class function (1) as a working supervisor directing a team of three or more agents or other law enforcement personnel; or (2) as the highest journey level agent assigned the most difficult and complex cases with broad discretion and independence of action; or (3) in a staff assignment, to coordinate the efforts of 5-10 individuals assigned to a specialized statewide law enforcement program outside normal investigation operations. Incumbents can work closely with other law enforcement agencies to coordinate respective investigative efforts. Incumbents may provide high-level technical assistance and training in investigation and enforcement activities.

SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF JUSTICE

Incumbents in this class function as either (1) the manager responsible for planning, organizing, and directing the law enforcement programs in a designated geographical area of the State or a statewide enforcement program; or (2) the manager of multiple specialized, investigative, enforcement, or training programs or projects in the Department of Justice.

SENIOR SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF JUSTICE

This is the full managerial and supervisory level responsible for planning, organizing, and directing one of the Division of Law Enforcement's largest and most complex investigation programs in an assigned area of the State. The area of responsibility is to be sufficiently large and complex as to require subordinate managers. These positions will be distinguished from Special Agents-in-Charge, Department of Justice, based upon span of control, level and classification of subordinates, program complexity, and responsibility.

Positions at this level are to be characterized by the following criteria:

1. Manages/supervises one of the largest Division of Law Enforcement's investigation programs in an assigned area of the State, with a span of control of at least seven managers/supervisors with operational responsibility. and
2. Staffing for which the position is either directly or indirectly responsible for at least 100 law enforcement personnel. and
3. The regional office is responsible for 12 or more different operational programs.

MINIMUM QUALIFICATIONS

SPECIAL AGENT TRAINEE, DEPARTMENT OF JUSTICE

Education: Equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SPECIAL AGENT, DEPARTMENT OF JUSTICE

Either I

One year of experience in the California state service performing the duties of the class of Special Agent Trainee, Department of Justice. (Applicants who have completed six months performing the duties of a Special Agent Trainee, Department of Justice, will be admitted to the examination, but they must satisfactorily complete one year of experience in the class of Special Agent Trainee, Department of Justice, before they will be considered eligible for appointment.)

Or II

Experience: Two years of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative

experience.) and

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

Or III

Experience: One year of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.) and

Education: Equivalent to graduation from college.

SPECIAL AGENT SUPERVISOR, DEPARTMENT OF JUSTICE

Either I

Two years of experience in the California state service performing duties of the class of Special Agent, Department of Justice, Range C.

Or II

Three years of experience in the California state service performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent, Department of Justice, Range C. and

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

Or III

Experience: Five years of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotic law enforcement work, including or supplemented by one year of supervisory experience. (Experience in the California state service applied toward this requirement must include at least three years performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent, Department of Justice, Range C.) and

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

Or IV

Experience: Four years of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotics law enforcement work, including or supplemented by one year of supervisory experience. (Experience in the California state service applied toward this requirement must include at least three years performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent, Department of Justice, Range C.) and

Education: Equivalent to graduation from college.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before they will be considered eligible for appointment.

SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF JUSTICE

Either I

One year of experience in the California state service performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.

Or II

Experience: Five years of increasingly responsible experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotic law enforcement work, at least two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.) and

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

SENIOR SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF JUSTICE

Either I

One year of experience in the California state service performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent-in-Charge, Department of Justice.

Or II

Three years of experience in the California state service performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.

Or III

Experience: Five or more years of increasingly responsible experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative assignment performing civil, criminal, or narcotic law enforcement work, at least two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.) and

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

SPECIAL AGENT TRAINEE, DEPARTMENT OF JUSTICE

Knowledge of: Civil, criminal, and narcotic investigation techniques; provisions of the California Penal Code, the Evidence Code, the Code of Civil Procedures, the State Controlled Substances Act, the Welfare and Institutions Code, Business and Professions Code, Health and Safety Code, Title XXII of the California Code of Regulations, Code of Federal Regulations, the Federal Social Security Act, and other State and Federal laws relating to controlled substances and relating to crimes committed against the Medi-Cal Program and aged, disabled, and dependant adults; individual's constitutional rights including those relating to laws of arrest, search and seizure, and the service of legal process.

Ability to: Develop techniques, methods, and skills and apply applicable laws required to conduct civil, criminal, and narcotic investigations; operate a vehicle safely and effectively; use, maintain, and qualify with approved firearms; communicate effectively; prepare and present well organized, accurate, and timely written reports; establish and maintain cooperative working relationships; gain and maintain First Aid and CPR certification.

SPECIAL AGENT, DEPARTMENT OF JUSTICE

Knowledge of: All of the above, and major investigative operational plans; interview, interrogation, information, and intelligence gathering processes and procedures; proper tactics and use of force in affecting arrests of suspects, felony car stops, and entry in fortified buildings; proper techniques to plan and coordinate multisuspect/multidwelling enforcement actions; sophisticated investigative techniques including use of wiretaps, pin registers, traps, tracking devices, subpoenas, and complex search warrants; peace officer training techniques and methods; applicable Department policies and procedures; the interrelationship of other law enforcement agencies with the Department of Justice; techniques for securing, preserving, and handling evidence; techniques used to prevent diversion of licit drugs to illicit channels; undercover operations using paid and unpaid operators; use of relational database software to analyze and evaluate fiscal data from various sources and to analyze seized computerized data; the role and availability of forensic support services in the investigative process; contemporary computer technology and communications systems used in the investigative process; use of computers to prepare search warrants, affidavits, and reports in field locations; use of computers to maintain administrative time reports, reports of investigation, and case and file management systems.

Ability to: All of the above, and identify controlled substances; gather, analyze, and present facts and evidence; utilize various software programs to analyze computerized data from various State and Federal fiscal intermediaries and identify patterns of fraud; analyze situations accurately and take effective action; work undercover; participate actively in covert moving, stationary, and aerial surveillances, investigations, and interviews; file complaints and serve legal documents; conduct and coordinate multiagency and/or complex investigations as a lead agent; plan and coordinate raid and operational actions as a case agent; coordinate with prosecutorial agencies and the court in the prosecution of suspects as the trial agent; photograph crime scenes; use and maintain communications and investigative equipment; appear as an expert witness; prepare and present well-organized, accurate court testimony; use proper techniques during tactical operations; provide technical assistance to and conduct training for other allied and public agencies and law enforcement personnel; develop and maintain sources of information.

SPECIAL AGENT SUPERVISOR, DEPARTMENT OF JUSTICE

Knowledge of: All of the above, and principles and techniques of supervision; advanced peace officer training techniques and methods; applicable collective bargaining memorandum of understanding and related issues; State, Department, and Bureau policies and procedures; disciplinary guidelines and personnel rules; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and plan, direct, and conduct the most difficult and complex civil, criminal, and narcotic investigations; plan for and allocate resources to achieve program goals and objectives; effectively supervise the work of a group of Special Agents, Department of Justice, other law enforcement personnel, investigative auditor, and support staff; review and monitor cases for efficient and effective progress; effectively coordinate the preparation and presentation of the prosecution of fraud and patient abuse cases with the assigned Deputy Attorney General; initiate and review personnel matters; effectively promote equal opportunity employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF JUSTICE

Knowledge of: All of the above, and techniques and methods for managing specialized investigative and enforcement programs and implementing intelligence exchange with multijurisdictional agencies; training programs for other law enforcement agencies; organization and functions of the Department of Justice; goals and objectives of the Department and the Bureau; roles, relationships, and responsibilities of other law enforcement agencies and other governmental agencies.

Ability to: All of the above, and plan, organize, and direct the investigation and enforcement programs in designated geographical areas of the State; develop and maintain administrative and operational quality control measures; manage nonsworn personnel in carrying out the functions of the program; implement, develop, and evaluate training programs; manage specialized investigative and enforcement programs or projects.

SENIOR SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF JUSTICE

Knowledge of: All of the above.

Ability to: All of the above, and plan, organize, and direct a large number of investigative programs and personnel in an assigned area of the State; effectively direct and supervise the activities of managerial staff.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; ability to work under stress and adverse conditions; keenness of

observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary, and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas, and distractionary devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

SPECIAL PHYSICAL CHARACTERISTICS

ALL LEVELS:

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; and weight proportionate to height.

ADDITIONAL DESIRABLE CHARACTERISTICS

ALL LEVELS:

In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

AGE LIMITATION

SPECIAL AGENT TRAINEE, DEPARTMENT OF JUSTICE

Minimum age for appointment is 18 years of age.

PEACE OFFICER STANDARDS

ALL LEVELS:

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for

appointment to any position in these classifications.

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Special Agent Trainee, Department of Justice	10/1/95	10/20/98	--
Special Agent, Department of Justice	8/31/82	10/20/98	--
Special Agent Supervisor, Department of Justice	4/6/72	10/20/98	6/28/88
Special Agent-In-Charge, Department of Justice	4/6/72	10/20/98	6/28/88
Senior Special Agent-in-Charge, Department of Justice	4/13/90	10/20/98	--

APPENDIX F

MEDICAL BOARD OF CALIFORNIA P.O.S.T. CONTROL NUMBER: 5390						
MBC	POST	POST	MBC		Date POST	Date
S&K#	Course #	CLASS TITLE	Class Name	Hours	Certified	recertified
1			Misdemeanor Citation	6	02/06/98	
2	35046	Pain Management and Marijuana	Pain Management	2	06/18/98	
3			Medical Board Licensure	6	03/28/98	
4			Sexual Misconduct-Therapist	8	12/16/98	
5			PDIN			
13						
14			Central Complaint Unit	2	03/22/99	
15			Peace Officer Enforcement/	4	03/22/99	
16			Organizaiton of DCA & MBC	4	03/22/99	
17A			MBC Probation Program	3	03/22/99	
17B			MBC Diversion Program	2	03/22/99	
18			Interviewing Techniques		03/22/99	
19			Interpersonal Relations		03/22/99	
20	12139	Admin./Disciplinary Process	Administrative Procedures	6	03/22/99	Oct-05
21-23	31531	Quality of Care Case Mgnt.	Quality of Care	12	03/22/99	Oct-05
24			Professional Responsibility		03/22/99	
25			Medical Records		03/22/99	
26			Professional Competency Exams		03/22/99	
27	31464	Interviewing Techniques (MBC)	Interviewing Witnesses	4	03/22/99	Oct-05
28	31546	Interviewing Physicians/MBC Inv	Interviewing MDs	4	03/22/99	Oct-05
29	22706	Report Writing/Investigators	Report Writing for Investigations	4	03/22/99	Oct-05
30			Locating People		03/22/99	
31			Evidence		03/22/99	
32	22704	Administrative Subpoena Process	Administrative Subpoenas	4	03/22/99	Oct-05
33			Basic Criminal Law		03/22/99	
34			Officer Survival		03/22/99	
35	33412	Sexual Misconduct/Med Exams	Sexual Misconduct -	8	09/23/99	Oct-05
36			Sexual Misconduct-Interviews		07/25/00	
37			Unlicensed Practice		07/25/00	
38	33419	Physician Investigation-Impaired	Impaired Physicians	8	08/24/00	Oct-05
39	28262	Prescription Drugs Intro	Prescription Drugs-Intro	8	08/24/00	Oct-05
40			Prescription Drugs-Trendy		08/24/00	

APPENDIX F

			Prescription Drugs-Intelligence		08/24/00	
41			Healthcare Fraud		09/05/00	
42			Midwives & Outpt Surgery		09/05/00	
43			Dispensing Opticians		09/05/00	
44			Courtroom Testimony		09/05/00	
45			Physician Assistants		09/05/00	
46			Podiatry		09/05/00	
47			Psychology		09/05/00	
48			Undercover Operations		10/01/00	
49			Midwives and Dispensing Opticians		05/07/01	
50						
		MEDICAL BOARD OF CALIFORNIA P.O.S.T. CONTROL NUMBER: 5390				
MBC S&K#	POST Course #	POST CLASS TITLE (S&K #)	MBC Class Name	Hours	Date POST Certified	Date recertified
51			Internet Prescribing		05/07/01	
52			CLETS		05/24/01	
53			Complimentary & Alternative		09/04/01	
54			CPR/First Aid		02/25/02	
55			Bloodborne Pathogens		04/02/02	
56			Safe Methods of Evidence		04/02/02	
57	30972	Probation Trng/Med Invest	Probation Investigator Training	8	04/08/03	Jan-05
58	20311	Drug Abuse Recognition	DAR	8	11/01/04	
59			Search Warrants			
60	21422	Controlled Substance/Prescribing	Controlled Substance/Prescribing	2	03/01/05	Oct-05
61			Prop 115 - Hearsay			
62	31456	Focused Conversation/Investgators	Focused Conversation	4	03/01/06	
	29501	Firearms (PSP)		4		
	29000	POST Multi-Media		14		
66	28381	Ethics in Law Enforcement Interview Techniques		2	05/22/07	
	31466	Update Physicians-Addicted/Controlled Substances		8	02/08/08	
63	31661			2	05/06/07	

APPENDIX F

12280 Supervisory Update			34	02/08/08		

Name: _____
Date: _____

MEDICAL BOARD INVESTIGATOR INTERVIEWS

Introduction

The Medical Board has engaged CPS to look at your Investigator series to determine if the pay and responsibilities are appropriate. At the end of this study, we will submit a report to the Board and it will be up to them to determine what the next steps might be. Rene Threadgill gave me your name as someone who could contribute on-the-job expertise to this project. I've allotted 30 minutes for our meeting. I've got some questions to ask you and then would be glad to discuss anything that hasn't come up that you think we should consider.

- (1) How long have you been with the Medical Board? Do you have any other peace officer experience?
- (2) What specialized training have you received at the Medical Board?
- (3) What kind of tactical training have you had? Who provided this training?
- (4) How often have you used this tactical training on the job at the Medical Board? In what situations?
- (5) What would you consider the most hazardous situation you have faced at the Medical Board?

- (6) What would you consider the most complex part of your job?
- (7) What is the situation in which you act most independently? What's the worst mistake you can make?
- (8) We've heard the caseloads here are very heavy compared to those of other state Investigators. Is that your perception?
- (9) What do you think the criteria should be to determine peace officer salaries?
- (10) Anything else?

Thanks for your input. If you think of anything later, please call or email me.

Name: _____
Date: _____

MEDICAL BOARD SUPERVISING INVESTIGATOR INTERVIEWS

Introduction

The Medical Board has engaged CPS to look at your Investigator series to determine if the pay and responsibilities are appropriate. At the end of this study, we will submit a report to the Board and it will be up to them to determine what the next steps might be. Rene Threadgill gave me your name as someone who could contribute on-the-job expertise to this project. I've allotted 30 minutes for our meeting. I've got some questions to ask you and then would be glad to discuss anything that hasn't come up that you think we should consider.

- (1) How long have you been with the Medical Board? Do you have any other peace officer experience?
- (2) What specialized training has your staff received at the Medical Board?
- (3) What kind of tactical training does your staff have? Who provided this training?
- (4) How often do they use this tactical training on the job at the Medical Board? In what situations? What kind of tactical planning process do you use? How do you mitigate risk? Who goes with you on these tactical maneuvers (local law enforcement? DOJ?)
- (5) What would you consider the most hazardous situation your staff have faced at the Medical Board?

- (6) What would you consider the most complex part of the investigator job?
- (7) What is the situation in which they act most independently? What's the worst mistake they can make?
- (8) We've heard the caseloads here are very heavy compared to those of other state Investigators. Do you have any caseload statistics?
- (9) What do you think the criteria should be to determine peace officer salaries?
- (10) Anything else?

Thanks for your input. If you think of anything later, please call or email me.