

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

15-015

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority		POSITION NUMBER (Agency - Unit - Class - Serial)	
2. UNIT NAME AND CITY LOCATED Enforcement Unit		3. CLASS TITLE Special Investigator	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible		5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova	
6. PROPOSED INCUMBENT (If known) N/A		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-900-8612-001	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Supervising Special Investigator I, Enforcement Unit, the incumbent conducts complex field investigations of purported violations of California Health & Safety Code Section 1798.200.			
9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
50%	<p>ESSENTIAL FUNCTIONS</p> <p>Under direction of the Supervising Special Investigator I, Enforcement Unit, the Special Investigator performs at the journeyman level, and independently or jointly conducts the more complex investigations within the Special Investigator classification series on applicant and licensed EMT-Paramedics. All work is accomplished in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures and utilizes a PC or Laptop with Outlook, Microsoft Word and Excel, My License Office, Lexus Nexus, and other applicable software, and using a telephone and fax machine.</p> <p>In order to ensure due process and to effectively conduct the EMS Authority's EMT-Paramedic Investigation cases, all investigative work is to be based on establishing a standard of evidence that is "clear and convincing". Such evidence is based on research and presentation in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures. The Special Investigator:</p>		
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>			
SUPERVISOR'S NAME (Print) M. D. Smith		SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

Essential Functions (cont.)

- Investigates, analyzes, and evaluates the more difficult, complex and sensitive cases to detect and verify suspected violations of the provisions of the laws, rules and regulations governing EMT-Paramedics and applicants by using program knowledge, conducting field investigations, interviewing witnesses and persons of interest, performing medical and legal research, and using surveillance as deemed necessary and assigned by the Supervising Special Investigator I.
- Travels throughout the State interviewing witnesses, respondents and others in order to secure investigative evidence.
- Develops and submits comprehensive investigative reports for submission to the EMSA Legal Unit for review and/or appropriate disciplinary action.
- Collaborates with the EMSA Legal Office and the Attorney General’s Office regarding the status of investigative files to their completion; testifies at hearings and criminal proceedings as required; and serves subpoenas in accordance with the provisions of the Administrative Procedures Act and the Code of Civil Procedure.

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In order to ensure the Enforcement Unit is efficient and effective in its efforts to protect the health and safety of the public when provided EMT-Paramedic, pre-hospital emergency care, the Special Investigator:

- Evaluates all assigned cases suspected of high risk behavior to determine the threat level of dangerous emergency pre-hospital care received by EMT-Paramedic violators (for instance drug diversion instances) and makes recommendations to management regarding a Temporary Suspension Order by taking appropriate action to ensure that the public’s health and safety are not compromised.
- Assist(s) the Supervising Special Investigator I during interviewing respondents and witnesses by preparing interview and case summaries and supplemental investigative reports; obtaining relevant evidence; maintaining chain of custody of evidence and analyzing medical records and relevant statues and regulations in order to make appropriate case disposition.
- Prepares monthly investigation reports utilizing My License Office computer program to track number of cases opened, closed, and informs the Supervising Special Investigator I of cases pending and scheduled Administrative Law Judge (ALJ) hearings.
- Participates on interagency liaison workgroups related to paramedic violations to share investigative and reporting responsibilities.
- Inputs investigation casework information into the case log tracking system utilizing My License Office software.

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MARGINAL FUNCTIONS

- Provides technical assistance, verbally and in writing to legal assistant staff, to local government agencies and officials and public and private EMS providers regarding EMT-P regulations, investigations, and enforcement.
- Carries out special assignments and training activities as directed by the Supervising Special Investigator I.
- Ensures that information in the Enforcement Unit computer database is accurate and timely and performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedure; techniques of identifying, preserving and presenting evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process and the legal rights of citizens; interviewing techniques; duties of Federal, State and local law enforcement agencies, provisions of the laws, rules or regulations enforced or administered and principles and techniques of personnel management.

Skill in: Perform investigatory work; and plan, organize and direct investigations.

Ability to: Interpret and apply to specific cases provision of the laws, rules or regulations enforced or administered; review and evaluate the work of others; prepare reports and correspondence; speak and write effectively; establish and maintain cooperative relations with Federal, State and local law enforcement agencies; analyst situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback.

INTERPERSONAL SKILLS

- Possess ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment.
- Exercise a high degree of initiative and independence.
- Ability to act with flexibility and tact under stressful circumstances.

DESIRABLE QUALIFICATIONS

- Knowledge of investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens; and service of legal process.
- Ability to participate effectively in investigations and interviews.
- Ability to gather and analyze facts; reason logically, draw valid conclusions and make appropriate recommendations.
- Excellent interpersonal communication and organizational skills.
- Possess the ability to think critically and independently so as to appropriately interpret and apply laws and regulations to specific situations.
- Strong writing, analytical, and research skills.
- Knowledge and/or experience in emergency medical services or health/medical background
- Extensive knowledge and use of Microsoft Word, Outlook and Excel.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, professional business attire.
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to manage time and resources effectively, and maintain confidentiality.
- Willingness to travel and work irregular and unusual hours as required.
- Must possess a valid California Driver's License.

SPECIAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

FINGERPRINTING REQUIREMENT

Title 11, section 703(d), of the California Code of Regulations, requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.