



**DEPARTMENT OF TOXIC SUBSTANCES CONTROL
EMPLOYMENT OPPORTUNITY
GOVERNOR'S EXEMPT APPOINTMENT**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

CLASSIFICATION: CHIEF INVESTIGATOR, OFFICE OF CRIMINAL INVESTIGATIONS

SALARY RANGE: \$ 10,885-\$ 12,128 / Month

JOB LOCATION: Sacramento

FINAL FILING DATE: Until Filled

POSITION DESCRIPTION

Under the administrative direction of the Chief Counsel in the Office of Legal Affairs, the Chief Investigator for the Office of Criminal Investigations is responsible for ensuring development, administration and enforcement of department-wide policies, laws and regulations related to the protection of public health and the environment as well as implementing changes to statewide policy. The Chief Investigator also recommends and oversees specific enforcement strategies and actions for DTSC on complex issues that include contact with various law enforcement agencies involving sensitive and/or controversial statewide policy discussions dealing with environmental crime.

PEACE OFFICER REQUIREMENTS

Pursuant to Government Code section 1031, employees declared by law to be peace officers shall meet all of the following minimum standards:

Citizenship Requirement: Be a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship.

Age Limitation: Be at least 18 years of age.

Background Investigation: Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record. Be of good moral character, as determined by a thorough background investigation.

Physical and Psychological Requirements: Be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

SPECIAL REQUIREMENTS

Applicants must be peace officers and must be able to:

- Pass a thorough background investigation, including medical and psychological examinations, required by the California Commission on Peace Officer Standards and Training (POST) for peace officer appointments.
- Have completed the POST Basic Specialized Investigator's Course.
- Pass the POST Managerial Course within the first 12 months from appointment.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and

abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS

Applicants will be screened on the basis of background and demonstrated management ability, with weight given to the ability to meet the following desirable qualifications:

- Demonstrated experience working with a diverse group of professionals in a criminal investigative program.
- Demonstrated ability to communicate effectively with others both verbally and in writing; represent DTSC at various meetings involving state and federal law enforcement and prosecutorial entities; establish and maintain cooperative working relationships with federal, state and local law enforcement agencies to ensure coordinated investigations; act as liaison with other boards, departments and offices within the California Environmental Protection Agency (CalEPA) to develop enforcement initiatives and to ensure coordinated enforcement actions and effectively represent DTSC with members of the public, Legislature and DTSC stakeholders.
- Demonstrated ability to organize, direct, and coordinate multiple projects.
- Demonstrated ability to develop and implement policies.
- Demonstrated ability to make improvement, solve problems or take corrective action when problems arise.
- Demonstrated ability to plan proactively and respond to adverse productivity.
- Commitment to DTSC's Equal Employment Opportunity Program.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others.

HIRING PROCESS

The hiring process will consist of an application and Statement of Qualifications review. The Statement of Qualifications will be used to evaluate a candidate's education, experience and ability and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

FILING INSTRUCTIONS

Interested candidates **MUST** submit a Standard State Application (STD. 678), Statement of Qualifications, resume, and professional references. The application **MUST** include "to" and "from" dates (month/year), former supervisors, time bases, and position titles. Application documents may be submitted by email or postal mail.

Submit all application documents to:

Chhing Chau, Examination Unit
Department of Toxic Substances Control
1001 I Street, 21st Floor
Sacramento, CA 95814
916-322-8669
Chhing.Chau@dtsc.ca.gov

STATEMENT OF QUALIFICATIONS

In addition to a resume, all interested applicants are required to submit a Statement of Qualifications with specific information, including work related examples on how his/her background, knowledge, skills, and abilities meet the desirable qualifications and the general qualifications. The Statement of Qualifications must discuss the following critical factors:

- 1) Developing and implementing program goals, objectives, and strategic plans
- 2) Managing multi-disciplinary teams to achieve a defined objective
- 3) Leading and developing broad program goals
- 4) Drafting policies, rules, regulations or legislation
- 5) Setting performance standards or objectives
- 6) Working with legal counsel such as public prosecutors and/or in-house counsel for regulatory agencies
- 7) Any special qualifications or experience which qualifies you for this position
- 8) Personnel matters such as hiring, dismissal, and performance evaluations

When completing the Statement of Qualifications, these formatting guidelines must be followed:

- Responses must be typed, single-spaced with a font equivalent to 10-point size Arial.
- Document margins must be 1 inch on all sides.
- In the upper right-hand corner of each page, list your full name and the date.
- Statement of Qualification must not exceed three pages in length.

Statement of Qualifications that do not conform to the specifications above may be disqualified.

ADDITIONAL INFORMATION

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses incurred to attend interviews are the sole responsibility of each candidate.

CONDITIONS OF EMPLOYMENT

The Chief Investigator is appointed by the Governor (i.e. “at will” employment). Therefore, the Chief Investigator may be terminated at any time without notice, cause, or right of appeal.

COMPENSATION AND BENEFITS

Benefits: Retirement program under the California Public Employees Retirement System, medical, dental, vision, life insurance, holidays (11 per year), personal holiday (1 per year) domestic partner coverage.

Optional Benefits: Group legal services, deferred compensation, additional life insurance coverage, long-term care and employee assistance program.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class Specs: [CEA and Exempt Appointees](#)