

SUPERVISING INVESTIGATOR - HCRC

DEFINITION

Under direction, provides day-to-day supervision of assigned staff; performs specialized work as an investigator; and performs related work as assigned.

CLASS CHARACTERISTICS

This class is the supervisory level in the HCRC Investigator series. Incumbents are responsible for supervising assigned staff, with effective authority for their selection, retention, training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbents also perform the full range of investigator services in complex and specialized investigations.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Plans, organizes, and performs the more difficult or complex investigator duties.
- Recommends selection of staff; trains staff and provides for their professional development; takes disciplinary action as required.
- Works closely with paralegals and attorneys to identify issues of concern.
- Develops strategies, proposals, protocols, and best practices for investigations.
- Assists in conducting special studies and developing recommendations.
- Coordinates investigator program operations.
- Participates in Management Committee meetings regarding investigator issues.
- Acts as Chair of the Investigator Committee.
- Identifies operational problems, considers alternatives, and recommends solutions.
- Generates standard and ad hoc reports for use by attorneys and managers.
- Participates in the preparation of investigator workload analyses and in the drafting of budget documents relating to the investigator function at the HCRC.
- Identifies training needs and provides or secures training for assigned staff and others.
- Performs the full range of investigator duties.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work at night and on weekends and holidays.
- Required to travel as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Techniques, principles, and methods used in criminal investigations.
- Knowledge of statutory and constitutional claims for relief.
- Ethical and legal rules regarding investigative activities.
- Resources available for locating individuals and relevant information.
- Mental defenses to a crime such as diminished capacity and legal insanity, including general knowledge of the subjects of psychology and psychiatry.
- The criminal justice system, State Department of Corrections and Rehabilitation, and related agencies.
- Advanced problem-solving and conflict resolution methods and techniques.
- Principles of collecting, organizing and summarizing data and information.
- Principles and techniques of project coordination and project management.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.
- Principles and techniques of preparing effective oral presentations.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Read and understand legal cases and technical material in such disciplines as medicine, and the physical and social sciences.
- Obtain information through interviews.
- Assess the credibility of witnesses.
- Gather and analyze facts and evidence and draw valid conclusions.
- Coordinate projects and program operations.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and independent judgment within general guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships both within and outside the office.
- Use tact and discretion in interpersonal relations.

Licenses and Certificates:

Requires a valid California driver's license.

Requires a State of California private investigator's license.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism and five years of experience in capital investigations.

Additional directly related experience may be substituted for education. Additional directly related college-level education may be substituted for six months of the required experience.

OR

Three years as a Habeas Corpus Investigator II with the HCRC.