

## CITY OF COVINA

### BACKGROUND INVESTIGATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs all services required to complete background investigations for various potential public safety and general employees; prepares written reports; and does related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Background Investigator** is a single position in which incumbents are responsible for conducting complete background investigations on potential public safety and general employees. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is a sworn position responsible for the performance of the more complex and difficult tasks, and the supervision of assigned activities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from a Police Sergeant, or higher-ranking position. Incumbents in this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Completes background investigations on potential public safety and general employees.
- Interviews individuals related to the investigation.
- Reviews citations, criminal, traffic and other reports.
- Researches and reviews public and private records related to the investigation of potential employees.
- Prepares written reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

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Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily work activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, documents and equipment weighing up to 25 pounds also is required. Incumbents may work outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, travel long distances, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Background Investigator**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience as a Police Officer, at least two years of experience in an investigative assignment; and successful completion of the POST Background Investigation course.

### **License/Certificate:**

Possession of a Basic POST Certificate, and a clean driving record.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Operations and standard operating procedures of a Police Department; modern law enforcement methods and procedures, including investigation; basic principles of law enforcement information systems; methods and techniques of motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Gather, analyze and evaluate facts and evidence and reach sound conclusions; travel; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe

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safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment.