



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07/23/2009

SENIOR STREET SERVICES INVESTIGATOR, 4285

Summary of Duties: A Senior Street Services Investigator assigns, reviews, and evaluates the work of a group of Street Services Investigators in the performance of their duties on an assigned detail. Much of their work is performed independently in the field, and involves interpreting and explaining laws and regulations to gain the cooperation and conformance of the public. As a duly appointed public officer, makes arrests, impounds, and seizes vehicles for violations of related provisions of the Los Angeles Municipal Code and applicable State laws; issues administrative notices, parking citations and criminal citations, recommends the legal prosecution of persons who fail to respond, and appears in court as a witness. Also supervises and personally conducts complex or sensitive investigations and inspections and enforces laws and regulations pertaining to the use and safe condition of City streets, sidewalks and other public ways. Applies sound supervisory principles and techniques in building and maintaining an effective work force, fulfills equal employment opportunity responsibilities; and does other related work.

Distinguishing Features: A Senior Street Services Investigator is primarily concerned with gaining public compliance to various laws and regulations governing the use and safe condition of streets, sidewalks, alleys, parkways and other public ways. Employees in this class are responsible for conducting more difficult or sensitive undercover investigations and surveillance of suspects than does the Street Services Investigator, with cases regarding criminal matters under the jurisdiction of the Department of Public Works. The Senior Street Services Investigator uses established investigative techniques in securing information and locating violators, supervise routine investigations and inspections and enforce a variety of right-of-way or public property laws, ordinances and regulations in a district; also specialize in the enforcement of a few closely related laws and regulations in several districts, or specialize in investigating emergency complaints and claims involving personal damage or injury on public ways on a City-wide basis.

A Senior Street Services Investigator is responsible for the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, and performance evaluations. Assignments are received in general terms from established procedures and statements of policy; some assignments may be self-initiated through investigations or by written and verbal complaints. Work is evaluated in terms of objectives accomplished and results obtained.

Example of Duties:

Arresting Authority:

As a public officer, makes physical arrests on those individuals engaged in various unlawful activities such as: illegal dumping, illegal sign posting, illegal street vending, damaging City

property and other criminal matters under the jurisdiction of the Department of Public Works, and files criminal complaints with the prosecuting City Attorney. May carry self-defense propellants, a baton or other self-defense weapons.

Patrol Activities:

- Seizes or impounds vehicles used for illegal dumping and completes vehicle seizure reports;
- Confers with complainants and violators and explains the legal provisions and intent of laws and regulations, the authority of the City and appropriate corrective actions;
- Issues criminal citations directing violators to report to various administrative agencies for administrative hearings, and recommends the prosecution of such persons when administrative remedies fail; and
- Photographs evidence for criminal cases or civil claims investigations.

Field Inspection and Enforcement Activities:

- Oversees investigations to detect or verify suspected violations of provisions of laws, rules or regulations related to matters under the jurisdiction of the Department of Public Works;
- Oversees the gathering and evaluating of evidence through investigative research, and the obtaining of physical and documentary evidence;
- Oversees the conducting of legal research, the analysis and organization of legal documents, the preparation of legal cases for referrals to the City Attorney's Office for criminal prosecution, and the development of oral and written reports on investigative findings;
- Reviews cases to determine accuracy and thoroughness of the investigation as well as compliance with the division's policies and procedures and standard reporting formats;
- Directly undertakes the most complex, specialized or sensitive investigations;
- Oversees the Installation, maintenance, and location of sidewalk benches, canopies, decorations and banners on public ways;
- Compiles and analyzes statistics regarding repeat violators and patterns of violations;
- Enforces regulations governing the equipment and safety requirements for moving houses and overload vehicles; reviews and inspects proposed routes and recommends changes as appropriate;
- Oversees the collection, securing and preservation of evidence, photographs, property maps, diagrams and other legal documents related to case files;
- Prepares reports for haul routes and other more difficult technical permitting issues;
- Represents the Bureau on the Transportation Construction Traffic Management Committee;
- Testifies in court and administrative hearings; and represent the organization before Council Committees, the Board of Public Works and other groups.
- Operates and maintains a variety of recording or surveillance equipment
- Maintains accurate records of cases and service; prepares investigative and administrative reports as required.
- Enforces permits requirements and conditions for right-of-way encroachments; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Administrative/Supervisory Duties:

- Prepares repair orders to correct conditions such as broken sidewalks, curbs, or driveways; issues notices for illegal dumping of debris, and obstructions on streets and sidewalks;
- Reviews applications for benches, transit shelters, entrance canopies, walk-through canopies, street banners, and newsstands and checks the construction, maintenance and location of these structures for conformance to laws and regulations;
- Issues notices on conditions relating to the issuance of permits for the construction of benches, transit shelters, entrance canopies, walk-through canopies and protection fences on public ways, and the use of public ways for the temporary storage of building and other materials, and for above ground facilities and street furniture installations;
- Follows-up on notices issued; checks legal descriptions for names and addresses of property owners;
- Keeps records and prepares reports which may be used as legal evidence; investigates accidents, third party personal injury, and property damage claims involving the Bureau of Street Services;
- Supervises the operation of one or more public counters handling public inquiries and payments of fees;
- Maintains work production and flow, meeting established deadlines, making determinations regarding work assignments and adjusting priorities in accordance with such determinations;
- Coordinates administrative functions such as recruitment, orientation, or in-service training programs;
- Operates computer systems and accesses data bases such as the California Law Enforcement Telecommunication System (CLETS) to enter, search, confirm and retrieve a wide variety of information related to local, state and national criminal activity and investigations using established codes and screens, and determines alternative approaches to locating information such as use of aliases and other name variations;
- Resolves complaints relating to such rights-of-way including broken or uneven pavement, noise, and other undesirable conditions;
- Assists in the preparation of legal action against violators of right-of-way laws and regulations; gathers evidence; prepares summary case histories; and completes follow-up investigations requested by the City Attorney;
- Represents the Bureau of Street Services at court hearings, vehicle impound/seizure hearings, administrative proceedings, or at City Attorney hearings; and
- Communicates equal employment opportunity information to employees; apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications**Knowledge of:**

Municipal and State Codes and Board of Public Works rules and regulations pertaining to:

- Principals of human relations;
- Law enforcement terminology and methods, including rules of civil and criminal procedure;
- Safety principals and practices;
- Proper investigative techniques and procedures for conducting investigation;

- Rules of evidence and court procedures;
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of the investigation or investigation files;
- California legal requirements for arrest, search and seizure by public officers;
- Techniques for interviewing witnesses to obtain information;
- Report writing, reading comprehension, and English usage and spelling;
- Laws and regulations governing Street Services Investigators;
- Incident Command Systems;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- City personnel rules, policies and procedures;
- Equal Employment Opportunity requirements;
- Techniques in training, instructing and evaluating subordinate work performance;
- Sound supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- Memoranda of understanding as they relate to subordinate personnel.

Ability to:

- Understand, explain, apply and obtain compliance with Municipal and State codes and Board of Public Works rules and regulations relating to public welfare and safety in public and private areas under the jurisdiction of the Board of Public Works;
- Understand laws of arrest and the elements of misdemeanor and felony offenses;
- Deal tactfully and effectively with employees, government officials and the public;
- Read property ownership maps and interpret legal descriptions;
- Keep records and prepare correspondences and reports.
- Cooperatively collaborate with staff within the Department, council and mayoral offices, the City Attorney's office, other City departments, and other governmental agencies, along with other non-governmental stakeholders, to develop solutions to shared problems;
- Communicate effectively in oral presentations to the public and address questions from hostile audience members;
- Because the work of Senior Street Services Investigators involves sensitive and confidential criminal records, fingerprinting and public contact, these employees must exercise considerable tact, judgment and initiative.

Requirements:

Two years of experience as a Street Services Investigator or in a class which is at least at that level, conducting investigations and inspections and enforcing laws and regulations pertaining to the use and safe condition of City streets, sidewalks, and other public ways is required for Senior Street Services Investigator.

Possession of a California Commission on Peace Officer Standards and Training Penal Code Section 832 Certificate (Laws of Arrest, Search and Seizure Training/P.O.S.T. Certificate) is required for both classes.

License: A valid California class C driver's license is required.

All positions require the use of personal or City vehicles on City business. Employees required

using a personal vehicle for City business must provide proof of appropriate insurance coverage and maintain required coverage as a condition of employment.

Physical Requirements:

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations. Must be physically able to complete required police academy training.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.