

Chief Street Services Investigator (4286)
TASK LIST - 2024

1. Oversees the handling of received complaints regarding violations of the public ways from Counsel Office personnel, Mayor's Office personnel, Board of Public Works/Commissioners, City Departments, or citizens orally, telephonically, or in the form of an electronic Service Request (S.R.), in order to provide resource management.
2. Creates reports in response to counsel motions, amendments for board of public works, and building and safety and planning, in order to provide necessary information regarding contracts, agreements, or recommendations.
3. Testifies before council and council committees, board of public works, and hearings, in order to provide updates on current cases, instruction from city council committees, or to serve as an expert on depositions.
4. Represents the Bureau of Street Services at community meetings with other city departments and bureaus, in order to consider problems and special conditions, explain processes on necessary action, and/or updates, and understanding of available options to the public based on laws and regulations.
5. Creates reports for the Board of Public Works regarding complaints, investigations and/or permit, in order to address requests regarding field meetings, investigations of difficult complaints and violations, encroachments on public property, temporary or permanent closure of streets for use by Department managers, other City departments, bureaus and agencies and/or other concerned parties.
6. Responds to correspondence in order to address complaints, investigations, decisions of the Bureau, complex permit applications and other non-routine inquiries.
7. Writes requests for inspection warrants and search warrants by following standard report formatting for submission to a Los Angeles Police Department official and/or a Superior Court Judge, in order to gain access to an alleged violator's property, such as physical records, and/or to be granted the right to take into evidence an alleged violator's property, in order to fully investigate cases in which prosecution may be sought.
8. Attends formal classroom training and reads/researches field applicable material such as the departmental Municipal Code, Board Rules and Policies, in order to ensure knowledge of laws and regulations is up-to-date.
9. Consults with representatives of other City departments and bureaus regarding coordination of work, establishment of policies and other matters requiring cooperative effort, in order to coordinate necessary enforcement and resource management.
10. Consults with executive management on unusual or complex problems including the interpretation of the Los Angeles Municipal Code, job procedures, equipment and requirements, in order to address consistency with regular practices or protocol.
11. Oversees work assignments efficiently by considering location and complexity of the job, in order to conserve efficient travel time and materials.

12. Reviews and approves final arrest and claim reports, in order to ensure that alleged violators were legally detained and/or a case is valid for prosecution prior to submission to a Los Angeles Police Department official and/or the City Attorney or District Attorney.
13. Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures, in order to perform personnel policy functions.
14. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism, in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
15. Directs or assists in the preparation of the Division's annual budget requests, in order ensure the division has proper funding for necessary personnel and equipment resources.