

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

11/4/04

CHIEF STREET SERVICES INVESTIGATOR, 4286

Summary of Duties: Manages the Investigation and Enforcement Division of the Bureau of Street Services, Department of Public Works; directs or assist in directing the investigations and inspections made to enforce laws and regulations pertaining to the use and the safe condition of City streets, sidewalks, and other public ways; and does related work.

Distinguishing Features: A Chief Street Services Investigator is a City-wide division manager primarily concerned with gaining public conformance to various laws and regulations governing the use, misuse, and safe condition of streets, sidewalks, alleys, parkways and other public ways. An employee of this class directs and coordinates the activities of the Investigation and Enforcement Division, Bureau of Street Services in the Department of Public Works or assists in these activities. Under the general administrative direction of the Director and Assistant Director of the Bureau of Street Services, a Chief Street Services Investigator exercises the authority of the Board of Public Works in the enforcement of laws relating to the use and safe conditions of public ways.

Example of Duties:

- Directs or assists in directing and coordinating the enforcement activities of the Investigation and Enforcement Division
- Administers department and bureau policies relative to the Investigation and Enforcement Division;
- Directs or assists in directing the administration and operations of the Investigation and Enforcement Division;
- Reviews and assigns all incoming correspondence including complaints, directives, and reports relating to the Investigation and Enforcement Division;
- Confers with Senior Street Services Investigators on complaints and investigations that are delayed and determines methods to expedite their handling;
- Prepares or directs the preparation of special reports and recommendations concerning laws and regulations relating to street use inspections, claims of citizens against the City for property damage, or personal injury on public ways;
- Resolves the more difficult and sensitive inspection and investigative problems;
- Explains, interprets, enforces, and executes administrative policy, laws, and regulations and makes recommendations pertaining to the Investigation and Enforcement Division:
- Directs or assists in the preparation of the Division's annual budget requests;
- Confers with other City officials and County and State agencies concerning street use matters;
- Represents the Division at meetings and conferences;
- Appears in court as an expert witness;

- Prepares and reviews correspondence and reports;
- Represents the Bureau of Street Services before Boards, Commissions and Council on investigation and Enforcement Division matters;
- Fulfills equal employment opportunity responsibilities

Qualifications

Knowledge of:

- Policies, rules and regulations of the Board of Public Works and the Bureau of Street Services relating to the activities of the Investigation and Enforcement Division;
- Municipal and State Codes and Board of Public Works rules and regulations pertaining to obstructions on and the misuse of streets, sidewalks, parkways, alleys, and other public ways;
- Municipal and State Codes and Board of Public Works rules and regulations pertaining to installation and maintenance of sidewalks, curbs, driveways, and parkways;
- Municipal and State Codes and Board of Public Works rules and regulations pertaining to private property as related to the abandonment of sewers and storm drains, depositing earth and rubbish adjacent to or on public ways and vacant lots, and obstructions to visibility at street intersections;
- Municipal and State Codes and Board of Public Works rules and regulations pertaining to installation, maintenance, and location of sidewalk benches, canopies, decorations and banners on public ways;
- Municipal and State Codes and Board of Public Works rules and regulations pertaining to construction, maintenance, and repair of railroad rights-of-way, placement and removal of news racks and news stands, relocation of houses and moving overweight, over height, and over width vehicles over and along public streets;
- Methods and procedures relating to the effective collection of data pertaining to personal and property damage claims;
- Laws related to arrest, search, and seizure, and procedures for filing misdemeanor cases;
- City Personnel Rules and Policies and Procedures;
- Supervisory principles and practices, including safety;
- Memoranda of Understanding as they relate to subordinate personnel;
- Laws and regulations related to equal employment opportunity and affirmative action.

Ability to:

- Understand, explain, interpret, 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;
- Apply Department administrative and inspectional policies, rules and regulations;
- Manage field enforcement personnel involved in surveillance activity;
- Deal tactfully and effectively with employees, government officials and the public;
- Read property ownership maps and interpret legal descriptions;

- Communicate effectively orally and in writing.

Requirements: Two years of full-time paid experience as a Senior Street Services Investigator or in a class that is at least at that level conducting investigations and enforcing laws and regulations in a Municipal code or law enforcement agency, is required for Chief Street Services Investigator.

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

Appointment to this class is subject to a one-year probationary period as provided by Section 1011 (a) of the City Charter.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

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, responsibilities, and required qualifications of any position shall be.