



Department of Social Services

**JOB ANNOUNCEMENT POSTING**

JC-14329 - INVESTIGATOR

Final Filing Date: Until Filled

**Equal Opportunity Employer**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

**Position Details**

Job Control #:	JC-14329
Position #(s):	800-816-8610-004
Classification:	INVESTIGATOR \$4,019.00 - \$6,508.00
# of Positions:	1
Work Location:	Santa Clara County
Job Type:	Permanent, Full Time

**Department Information**

All interested applicants are required to include the job control/position number and position applying for on the STD 678 Examination/Employment Application in the Job Title section and to clearly state your eligibility (e.g., list, transfer, etc.) in the Explanation section of the Examination/Employment Application and MUST be signed and dated. Candidates who submit an incomplete application packet will be eliminated from the selection process.

Electronic applications are encouraged. If you do not currently have a MyCalCareer Account Profile (accessible through <http://www/jobs/ca/gov>) you may mail in a hardcopy application to the mailing

address provided below and please do not include your social security number.

**NOTE: Do not submit the “Equal Employment Opportunity” questionnaire (page 5) with your completed State Application (STD. 678). This page is for examination use only.**

### Job Description and Duties

This is a peace officer classification [PC 830.3(h)] subject to Peace Officer Standards and Training [POST] requirements. The Investigator will be required to complete POST Basic training within the first year of appointment, if not completed prior to employment. Under the direction of the Supervising Special Investigator I, the Investigator, Arrest Unit is typically assigned to an arrest investigation unit that conducts priority investigations of arrests involving personnel assigned to community care facilities. Duties include conducting interviews of subjects, witnesses and victims. The investigator needs to be resourceful and able to work regularly with law enforcement. They must be organized and able to utilize law enforcement databases and obtain large numbers of police, court and medical reports. The investigator will prepare a report on each case assigned and the Department may take legal action based on the evidence obtained. This investigator must perform the full range of peace officer duties and responsibilities and have a valid driver's license.

### Special Requirements

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- The position(s) requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background, Fingerprinting, and a review of any governmental records.
- The position(s) requires incumbents pass a Medical Evaluation. You will be required to submit to a Medical Evaluation and receive clearance prior to being hired.
- The position(s) requires incumbents pass a Psychological Evaluation. You will be required to submit to a Psychological Evaluation and receive clearance prior to being hired.

If successful in the hiring interview, the candidate must clear the POST reading and writing assessment before undergoing a thorough background investigation.

### Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

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### Who May Apply

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s).

## How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application packets may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Packet listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

Department of Social Services  
Attn: Department of Social Services  
P. O. Box 944243 - MS 8-15-59  
Sacramento CA, 94244-2430

### Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Other -  
This option may be used to upload a previously unidentified document that you wish to share. This document shall not include graphics, photos, or protected personal information. Please name the document "Other."
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

### Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**  
Andrew Antonissen  
(916) 651-0509
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO

Office.

**EEO Contact:**

EEO Office

(916) 657-2326

[EEOoffice@dss.ca.gov](mailto:EEOoffice@dss.ca.gov)

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.