

City of San José
CLASS SPECIFICATION

Title: Background Investigator FT/PT (1190/1191)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Police Sergeant	Non-exempt

CLASS SUMMARY

Under close supervision by a sworn officer or supervisor, conducts comprehensive pre-employment background investigations that meet all current legal standards. Responsible for developing, conducting, and reporting on background investigations in order to assure compliance with all minimum standards for appointment and all CA Peace Officer Standards and Training (“POST”) “Areas of Investigation” regulations and/or all San Jose Police Department (“SJPD”) procedures and protocols.

DISTINGUISHING CHARACTERISTICS

This is a stand alone classification which is distinguished from Police Officer in that this class performs pre-employment investigations only. Incumbents are non-sworn and have no enforcement responsibility.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Graduation from high school or equivalent and five (5) years experience as a peace officer in good standing with a California law enforcement agency, including two years of investigative experience.

Required Licensing and Certification

Possession of a valid California Class C Driver’s License is required and must be maintained during the entire term of employment in the job class.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - demonstrates knowledge of and experience with applicable fair employment practices professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Analytical Thinking - approaches a situation or problem by defining the problem or issue; identifies a set of features, parameters, or considerations to take into account, collects and analyzes data, uses logic and intuition to arrive at conclusions and recommendations.
- Communication Skills - communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

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- Maintaining Personal Credibility/Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Multi-Tasking - can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Problem Solving - approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Knowledge and experience conducting background investigations.
- Experience as an officer with the San Jose Police Department.
- Knowledge of applicable local, state, and federal fair employment laws.
- Ability to articulate the information gathered from a wide variety of sources and summarize findings and recommend suitability.
- Knowledge of interview techniques, the ability to conduct interviews and the ability to prepare investigative reports.
- Knowledge of department standards and procedures for conducting investigations
- Ability to observe and accurately recall places, names, descriptive characteristics, pertinent facts and details.
- Ability to acquire a working knowledge of various criminal and vehicle codes, departmental policies, rules and instructions, and police report writing techniques.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Prepares background packets, which includes information and questionnaires for applicants to complete to begin the background process.	Continuous
2.	Meets with candidate to explain the background packet and questionnaire; schedules the Personal History Statement (PHS) interview.	Continuous
3.	Reviews the PHS and other documents; confirms that the candidate meets minimum requirements; prepares report for any areas that need further investigation.	Continuous
4.	Conducts background interview with the candidate and collects all required documentation, as required. Conducts follow-up with any areas that might lead to a screen-out.	Frequent
4.	Schedules fingerprints and polygraph exams.	Frequent

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5.	Conducts all law enforcement checks, and checks of other agencies applied to, sends out questionnaires to candidates' references, and reviews personnel files. Conducts follow-up with training officers and academy training files, if relevant.	Frequent
6.	Conducts background investigation; confirms information provided by candidate; conducts home visits and neighborhood checks; interviews references, including family, personal, and law enforcement; generate secondary references, and follow-up. May include travel to locations outside of the county and/or outside of the state as necessary to present a complete background package.	Frequent
7.	Reviews polygraph results, law enforcement checks, and other information gathered during the investigation; conducts follow-up with any areas that might lead to a screen-out, any negative information or discrepancies, including pulling police reports from law enforcement agencies.	Frequent
8.	Prepares final report and background summary.	Frequent
9.	Conducts discrepancy interviews.	As Required
10.	Presents background to the hiring board.	As Required
11.	Performs other duties of a similar nature or level	As Required

*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 02/17; s000