

2760
2761 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

10/18/11
Revised

TITLE: POLICE BACKGROUND INVESTIGATOR
POLICE BACKGROUND INVESTIGATOR (NON-CLASSIFIED)

DEFINITION

Under general direction of the City Manager/Assistant City Manager, through the Chief of Police, to perform background investigations for applicants seeking employment with the City of Riverside’s Police Department; to review documentation, make determinations and issue citations related to the Red Light Enforcement Program; and to do related work including a broad range of investigations for various City Departments, as required.

DISTINGUISHING CHARACTERISTICS

This classification is exempt from the classified service. The incumbent shall be appointed “at-will” and serve at the pleasure of the City Manager.

REPORTS TO: City Manager/Assistant City Manager through the Chief of Police

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

When assigned to perform background investigations:

- Conduct investigations of Workers’ Compensation claims, tort claims and lawsuits filed with the City by collecting information to assist the various City Departments in processing and handling these matters.
- Conduct objective background investigations by collecting, collating and disseminating information to assist the department in making a sustainable hiring decision.
- Investigate each applicant in order to assess the suitability for the position sought within the Police Department, in conformance with City policy.
- Attend scheduled training programs.
- Perform other related duties as necessary.

When assigned to the Red Light Enforcement Program:

- Answer questions from the public regarding notices of red light violations.
- Schedule appointments as necessary for red light violators to view video of the captured red light violation.
- Review red light traffic violations and determine whether a violation has occurred in conformance with the City Red Light Enforcement Program; review photo/video documentation and determine whether it sufficiently supports a violation; and issue relevant citations.
- Prepare for court testimony; testify in court as necessary on contested red light violation notices.
- Attend scheduled training programs.
- Perform other related duties as necessary.

QUALIFICATIONS

Knowledge of:

- Workers' Compensation and municipal liability issues.
- Police Officer Standards and Training (POST) compliance for background investigations.
- Local State and Federal laws pertaining to background investigations.
- Proper documentation for all investigative actions.

Ability to:

- Treat all persons with dignity and respect.
- Interact professionally with claimants and witnesses to various claims.
- Interact professionally in dealing with applicants and interviewees for background interviews.
- Conduct effective, thorough and unbiased investigations.
- Apply appropriate strategies for effective interactions with diverse cultural groups.
- Perform duties in a professional and ethical manner.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate of Arts degree. A Bachelor's degree is highly desirable. Successful completion of the California POST Background Investigation Course within the last three years.

Experience: A minimum of five years of experience in a California Police agency recognized by POST with prior experience in conducting traffic enforcement activities or in complex criminal investigations and/or police administrative investigations.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Must be able to pass an intensive police background investigation.

Must have successfully completed the California POST Background Investigation Course within the last three (3) years when assigned as a background investigator.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Background Investigator

TO: