



CITY OF CHINO

Background Investigator

Definition:

Under general supervision, performs all services required to complete background investigations for various public safety and non-safety candidates; prepares written reports; and does related work as assigned.

Class Characteristics:

The Background Investigator is a single classification in which incumbents are responsible for conducting complete background investigations on potential public safety and general employees. Receives direction from a Police Corporal or higher-ranking position. Incumbents in this class do not generally exercise supervision.

Essential Duties:

- Conduct background investigations for potential public safety and general employees by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family and personal references.
- Handle all inquiries related to backgrounds and assist in determining credibility of statements.
- Research and review public and private records related to the investigation of potential employees.
- Meet regularly with management and/or candidate to keep them updated on status of the background investigation.
- Prepare detailed summaries of adverse information based upon objective analysis and evaluation of candidate's background and interviewee statements.
- Prepare final background investigation packages for presentation to supervision and management by organizing all investigative material in accordance with established policies and procedures.
- Maintain prompt and regular attendance.
- Interact with co-workers at all levels in the organization in a collaborative and customer-service oriented manner.
- Performs all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of this position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High school diploma or equivalent (required).
- Completed college course work in police science, criminal justice administration, public administration, or a related field (desirable).

Experience:

- Possession of a Basic P.O.S.T. Certificate.
- Two years of experience in an investigative assignment.
- Two years of experience in California law enforcement agency (desirable).

Knowledge/Skills:

- Standard operating procedures of a Police Department.
- Modern law enforcement methods and procedures, including investigation and basic principles of law enforcement information systems.
- Applicable federal, state and local laws, codes, and regulations.
- Methods and techniques for record keeping and report preparation.
- Standard office procedures, practices and equipment.

Ability to:

- Gather, analyze and evaluate facts and evidence to reach sound conclusions.
- Communicate clearly and concisely, both orally and in writing.
- Manage time to prioritize and combine investigations when practicable to ensure timely completion.
- Maintain the highest level of confidentiality.
- Handle several cases at one time.
- Communicate and deal tactfully, persuasively, and effectively with co-workers, supervisors, management and the public.
- Display cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, and racial backgrounds.
- Demonstrate effective interpersonal skills required to discuss matters when are of a sensitive nature with candidates, supervisors and management.

Special Requirements:

- Must have the availability to work days, evenings, nights and weekends.
- Background Investigators will be required to drive and/or travel outside of the area while performing field investigations.
- Possess a California Driver License and a satisfactory driving record.
- Satisfactory results from a background investigation, which includes a drug screen (required).

Physical Profile

Background Investigator

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Employee Unit:

Part-time/Temporary/Seasonal.

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