|  |  |
| --- | --- |
|  | Date Revised: 08/14/2024 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (*[*hrclass-comp@csun.edu*](mailto:hrclass-comp@csun.edu)*), and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

Request a New position OR  Fill a Vacant position *(Must initiate through online recruitment)*  
 Initiate a Classification Review for a filled position

|  |  |
| --- | --- |
| **Requestor:**  Employee OR  MPP Administrator | **Name:** |

Update an existing position description *(no review requested)*

New Employee/Appointment acknowledgment of the position description *(no review requested)*

*(Employee should be given full position description within one week of start date)*

**B. Current Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: | | | | | | | | | |
| **Classification Title:** Special Consultant-Hourly | | | | **Job Code:** 4662 | | | **Grade:** 0 | **Position #:** | |
| **Working Title:** *(optional*)  Background Investigator | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Exempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10204 | **Department Name:** Police Services | | | | | | | | **Time Base:** .5 |
| **Lead** *(Staff lead, if applicable)*  **Name:** Christina Villalobos | | **Classification Title:**  AA/S III | | | **Working Title:**  Executive Assistant to the Chief of Police | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Alfredo Fernandez | | | **Working Title:**  Chief of Police | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

|  |
| --- |
| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

|  |
| --- |
| Under the direction of the Chief of Police, and the guidance of the Executive Assistant, performs special investigative assignments of a temporary nature; coordinates, conducts, and compiles background investigations for candidates under consideration to work within the Police Department; performs related duties as designated by the Chief of Police. Conducts and compiles personal and professional background investigations for public safety candidates by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate’s family, and personal references; prepares reports on findings; addresses consequential matters, makes decisions and recommendations as to background findings; represents the department, provides consultative advice to management, and resolving significant issues; and performs other related duties. Background investigations for police officers and dispatchers are done in accordance with Peace Officer Standards and Training (POST) standards. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

|  |  |  |
| --- | --- | --- |
| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| Performs special investigative assignments of a temporary nature; conducts pre-employment background investigations to determine employment suitability for police, dispatcher, and civilian positions; ensure all police and dispatcher background investigations are conducted in accordance with POST standards; meet with candidates to review Personal History Statement during intake; conduct discrepancy interviews when needed; collect and verify authenticity of personal documents required for the background investigation; conduct interviews of candidates’ family members, references, current and previous employers, acquaintances, and neighbors; evaluate the candidates’ employment, education, driving, legal, drug, military, residential, and financial histories to determine if they meet department standards and POST requirements, if applicable; based on investigative findings and using the POST background narrative template, write clear and concise reports for review by the Chief of Police or designee; addresses consequential matters, makes decisions and recommendations as to background findings; represents the department, provides consultative advice to management, and resolving significant issues; keeps current with all POST regulations, SB2, legal updates, and related trainings; compiles and organizes all background investigation documents in preparation for record-keeping and annual POST compliance audits. | 65 |  |
| When deemed necessary, local and long-distance travel will be required to conduct interviews, review employment records, legal history, verify residential history, and follow-up on investigative leads within the scope of a background investigation. | 30 |  |
| Performs other duties as assigned. | 5 |  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL DEMANDS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |  |  | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Key Boarding and Mousing |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside *(Typical office environment)* |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature *(hot or cold)* |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

|  |
| --- |
| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
|  |

**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

|  |  |
| --- | --- |
| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Microsoft Word | Creating background investigation reports |
|  |  |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| POST *Background Investigations* (32 hrs.) |  |  |  |
| POST *Background Investigations Update* (4 hrs.), as needed |  |  |  |
| POST *LGBT Awareness for Background Investigators* (2 hrs.) |  |  |  |
|  |  |  |  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| This position will require the following competencies: judgment and decision making, attention to detail, fact finding, written communication, and job knowledge, including knowledge of: confidentiality laws such as Officer Bill of Rights, ADA, HIPAA and principles and practices as they apply to personnel records and handling requests for information to ensure the integrity and privacy of candidates background investigation files; interviewing techniques; investigative techniques and concepts of background investigations, and other necessary skills, knowledge, and abilities.  **4662-Special Consultant -** Under general direction, the Special Consultant performs special assignments of a temporary nature, based on a particular knowledge, ability, or expertise. Incumbents in this classification perform activities such as, providing subject matter expertise by way of conducting research and/or analysis, organizing and/or synthesizing findings, presenting information and/or facilitating discussions, performing administrative functions, making appropriate recommendations on plans, programs and/or alternative courses of action, conducting oral briefings of study results, preparing written reports, conducting investigations, participating in plan implementation, facilitating necessary coordination of activities, and providing guidance and trainings. | | | |

**H. Lead or Oversight of Other Positions**   Yes  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

|  |  |  |
| --- | --- | --- |
| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

|  |
| --- |
|  |

**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)*  **Christina Villalobos** | **Signature:** | **Date:** | **Extension:**  **7922** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Alfredo Fernandez, Chief of Police** | **Signature:** | **Date:** | **Extension:** |
| **2nd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |