

# CALIFORNIA HORSE RACING BOARD



## JOB OPPORTUNITY FOR SUPERVISING SPECIAL INVESTIGATOR II

Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

LOCATION: Sacramento  
TENURE/TIMEBASE: Permanent/Fulltime

FILE BY: Until Filled  
MONTHLY SALARY: \$6,058 - \$7679

### REQUIRED INFORMATION:

This is a peace officer position pursuant to Penal Code 830.3(d). Person chosen for this position of Supervising Special Investigator II (Chief Investigator) will be required to have POST certification and will be required to undergo a background investigation prior to appointment.

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678), Criminal Record Supplemental Questionnaire and a copy of POST certification(s) to:

ATTN: WENDY MATSUDA  
California Horse Racing Board  
1010 Hurley Way, Suite 300  
Sacramento, CA 95825  
(916) 263-6000

MAKE SURE YOU ENTER: **CHIEF INVESTIGATOR # 395-202-8547-017** in the title box of the Standard State Application, Form 678, revision 06/2010, and include the Criminal Record Supplemental Questionnaire page of the Standard State Application found at <http://www.spb.ca.gov/crsq.pdf>.

### POSITION DESCRIPTION:

Under the general direction of the Executive Director, as a peace officer under the California Penal Code, Section 830.3(d), the Chief Investigator is responsible for northern region field enforcement staff and conducts the most difficult and sensitive investigations; presents cases before the Board of Stewards; may represent the CHRB in administrative hearings and/or criminal/civil prosecution; and assist with the update and maintenance of enforcement policies that may impact the CHRB.

### DESIRABLE QUALIFICATIONS:

Knowledge of or willingness to learn about race horses and the common procedures and practices that are used in the horse racing industry; ability to gain the respect and trust of the horse racing industry; knowledge of drug enforcement practices; knowledge of the veterinary practices used in the horse racing industry; background investigative experience; good report writing, interviewing, and investigative skills; experience in presenting cases in a hearing; and has testified as a witness in a hearing. Those with Spanish bilingual skills are encouraged to apply.

### SPECIAL PERSONAL CHARACTERISTICS:

Work irregular hours, holidays, and weekends; travel frequently in southern California and occasionally throughout the State. Strong writing skills; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; interpersonal skills; ability to follow directions; ability to work independently and as a team member.

### ADDITIONAL INFORMATION:

Other monthly benefits may include Physical Fitness pay of \$65; Longevity pay at 1-7% additional pay; and Spanish bilingual pay of \$100.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

You are eligible to apply if you are currently in the Supervising Special Investigator II classification; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; a surplus employee in the same or comparable classification; have reinstatement eligibility to the same or comparable classification; are in a classification comparable and transferable; or reachable on a Supervising Special Investigator II eligibility list.

Questions regarding the duties of the position may be directed to Kirk E. Breed at 916 263-6046.

CALIFORNIA STATE GOVERNMENT: AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

**SUPERVISING SPECIAL INVESTIGATOR II  
NORTHERN ENFORCEMENT DIVISION  
DUTY STATEMENT**

Under the general direction of the Executive Director, as a peace officer under the California Penal Code, Section 830.3(d), the Supervising Special Investigator II (Chief Investigator) is responsible for northern region field enforcement staff and conducts the most difficult and sensitive investigations; presents cases before the Board of Stewards; may represent the CHRB in administrative hearings and/or criminal/civil prosecution; and assist with the update and maintenance of enforcement policies that may impact the CHRB.

**% of Time    Essential Functions**

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| 30% | Oversees northern field enforcement activities; supervises, administers, coordinates, and directs enforcement staff and programs.   |
| 25% | Assists with interpreting civil and criminal laws and CHRB rules and policies to effectively carry out the CHRB enforcement functions; conducts the most difficult and sensitive investigations; and establishes and maintains cooperative relations with racing industry officials, Federal, State, and local law enforcement agencies.  |
| 25% | Presents cases before the Board of Stewards by presenting the evidence for review and acceptance into the hearing and, if necessary, proving the facts and questioning the witnesses. May represent the CHRB on appeal cases before an Administrative Law Judge and/or testify as a witness in criminal cases; provide consultation to the CHRB executive staff and appear before public and private groups regarding the CHRB's objectives and programs. |
| 20  | Sets priorities, assigns and directs the Supervising Special Investigators' daily investigative projects and related activities; provides functional supervision to the investigative staff; and takes action on personnel related issues regarding the field enforcement staff.  |