CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR SUPERVISING SPECIAL INVESTIGATOR I

Visit our Website at www.chrb.ca.gov

LOCATION:	Los Alamitos	FILE BY:	Until Filled
TENURE/TIMEBASE:	Permanent/Fulltime	MONTHLY SALARY:	$5,369 - $6,802

REQUIRED INFORMATION:
This is a peace officer position pursuant to Penal Code 830.3(d). Person chosen for this position of Supervising Special Investigator I will be required to have POST basic 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: **SUPERVISING SPECIAL INVESTIGATOR I # 395-400-8548-005** 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 Chief Investigator, the Supervising Special Investigator I, as a peace officer under the California Penal Code, Section 830.3(d), plans, organizes, directs and evaluates a staff of Investigators in (1) field investigations to detect or verify suspected violations of California Horse Racing laws, California Horse Racing Board (CHRB) rules and regulations, and other related laws; reviews the Investigators' reports in preparation of cases for hearings and/or criminal/civil prosecution and (2) assisting with the occupational license process of persons and entities participating in California horse racing.

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; and good report writing, interviewing, and investigative skills. 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. Good 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 Spanish bilingual pay of $100; Intermediate POST certification or an Associate degree pay of $50 or Advanced Post certification or a Bachelors degree pay of $100; and Physical Fitness pay of $65.

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 I 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 I eligibility list.

Questions regarding the duties of the position may be directed to Bill Westermann at 626 945-4236.

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).

Final File Date: Until Filled

Release Date: 07/26/2011

SUPERVISING SPECIAL INVESTIGATOR I
SOUTHERN ENFORCEMENT DIVISION
DUTY STATEMENT

Under the general direction of the Supervising Special Investigator (Chief Investigator), the Supervising Special Investigator I, as a peace officer under the California Penal Code, Section 830.3(d), plans, organizes, directs and evaluates a staff of Investigators in (1) field investigations to detect or verify suspected violations of California Horse Racing laws, California Horse Racing Board (CHRB) rules and regulations, and other related laws; reviews the Investigators' reports in preparation of cases for hearings and/or criminal/civil prosecution and (2) assisting with the occupational license process of persons and entities participating in California horse racing.

% of Time	Essential Functions
50%	Plans, organizes, and directs the performance of field investigative activities; travel to the various race tracks/fair meets to assure that investigative staff are in compliance with applicable Board policies; reviews, evaluates and approves investigative reports for submission to the Chief Investigator, CHRB, and the Board of Stewards; participates in the more difficult or confidential investigations; writes reports, gathers and preserves evidence; presents cases before the Board of Stewards by proving the facts, questioning prosecution and defense witnesses, present the evidence for review and acceptance into the hearing and may litigate cases; represents the CHRB/testifies before court hearings and trials; works with and secures the cooperation of racing industry management, Federal, State and local law enforcement agencies and takes action on all personnel related issues for his/her assigned staff.
35%	Reviews cases involving violations of laws and rules and assigns cases for investigation; assigns investigative staff to inspect the racing enclosure in its entirety to assure that laws and rules are adhered to; develop and work with confidential informants; and maintain good communication with the horse racing industry.
15%	Assigns staff to inspect simulcast wagering and auxiliary facilities which includes internal and external review of the entire facility; checking licenses of all personnel; assist the Licensing Unit with fingerprinting and other related duties, and performs other duties as required.