

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 15
Fiscal Year: 2019/2020
Posted Date: 10/02/2019
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	1251	Background Investigator

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Background Investigator
Job Code: 1251**

DEFINITION

Under general direction, coordinates, directs and conducts background investigations for candidates under consideration for employment. Incumbents in this class are considered journey level investigators who may function independently or as a member of a team.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

May supervise the work of subordinate analysts or technical/clerical personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Reviews applications for completeness and directs candidates to provide additional information if needed; obtains proper information release documents.
2. Conducts background interviews with candidates to review and collect required documentation; confirms candidates meet the minimum qualifications of the job classification.
3. Conducts background investigation using tact and discretion; confirms information provided by candidates; makes inquiries to assist in determining credibility of statements; interviews references, including family, personal to include law enforcement and gathers evidence in order to provide a body of information for analysis; reviews local, state, and federal criminal databases; may conduct home visits and/or neighborhood checks which can include travel to locations outside of the county and/or outside of the state as necessary.
4. Conducts follow-up investigations regarding any negative information or discrepancies; conducts discrepancy interviews.
5. Summarizes and explains progress and results of investigations with applicants and/or supervisor.
6. Regularly prepares lists and records accounting for status of assigned investigative caseload.
7. Maintains records, files, data and supporting documentation for each case handled; preserves evidence in a secure manner for evaluation and analysis; adherence to established customs and procedures regarding control and custody of records, including evidence.
8. Analyzes information and evidence resulting from investigative activities drawing logical and objective conclusions; prepares written background investigation reports; confers with hiring managers; makes recommendations regarding suitability for employment.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Background Investigator
Job Code: 1251**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: principles and practices of investigation and research, including interviewing techniques, conflict management, and methods and techniques of negotiation; electronic information systems to access data; principles of identification, report writing and techniques; principles and procedures of recordkeeping and reporting; research techniques, statistical analysis and data collection; basic computer and modern office automation technology and computer software programs.

Ability or Skill to: communicate effectively, both orally and in writing, effectively evaluate suitability of an applicant and prepare sound recommendations based on research and analysis; demonstrate sensitivity of diverse cultures and individuals; work within stringent deadlines; organize, work independently; read, comprehend and interpret complex materials; perform detailed work with accuracy; exercise good judgment in safeguarding confidential and sensitive information; establish and maintain effective working relationships; observe and accurately recall places, names, descriptive characteristics, pertinent facts and details.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Two (2) years of experience performing employment investigative work in a government or contract investigative agency.

License and Certification:

Possession of a valid California driver license.

Substitution:

Additional experience as described above may substitute for the required degree on a year-for-year basis. One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 10/xx/19

AMENDED DATE:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Background Investigator
Job Code: 1251**

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN