

DUTY STATEMENT

Job Classification: Agent Trainee, Alcoholic Beverage Control
Position Number: 024-xxx-1012-xxx
Scheme and Class Codes: VI66, 1012
Reports To: Supervising Agent, Alcoholic Beverage Control
FLSA Status: Non-Exempt
Divisions: Northern/Southern
Location: Various (statewide)
Prepared By/Date: Human Resources, May 2018

SUMMARY

Under close supervision of a Supervising Agent, incumbent assists with investigations regarding criminal and administrative violations committed on or about ABC licensed premises by licensees, their employees, and/or members of the general public, which requires basic knowledge and application of investigative techniques and procedures. Agent Trainees are required to work irregular shifts, nights, weekends and holidays, and have occasional travel. Occasional overtime may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 70% Perform a full range of peace officer duties and responsibilities. Assist Agents in providing proactive law enforcement functions and with investigating complaints of ABC violations from the public, local community organizations and law enforcement agencies. Assist Agents in conducting routine investigations regarding criminal and administrative violations committed on or about ABC licensed premises by licensees, their employees, and/or members of the general public. Conduct investigations in an undercover, plain clothes or high profile capacity. Make physical arrests for criminal offenses. Write criminal citations. Locate and interview victims, witnesses and suspects. Seize, collect and process physical evidence. Examine a variety of records, investigative reports, and other evidentiary and investigative documents. Prepare clear, concise, and accurate documents and reports detailing investigation activities and findings. Develop and maintain liaison with federal, State and local law enforcement agencies. Work with local law enforcement agencies on field operations and special assignments.
- 10% Assist in conducting premises inspections to ensure compliance with the Alcoholic Beverage Control Act. Advise licensees of relevant ABC rules, regulations and procedures.
- 10% Fulfill all training requirements set forth by the Commission on Peace Officer Standards and Training (POST), Department policy and other legislative mandates. Required training includes, but is not limited to, training related to the POST Basic academy, firearms, defensive tactics, first aid/CPR, emergency vehicle operations, tactical communication and narcotics enforcement.

5% Testify in criminal and administrative hearings. File criminal and administrative documents with the court.

MARGINAL DUTIES AND RESPONSIBILITIES

5% Participate in special projects.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, loud noises, loud music, smoke, and intoxicated and unruly behavior and physical confrontations. Employees may work irregular shifts, nights, weekends and holidays, and have occasional travel.

Employees are required to operate and maintain a state vehicle and possess a valid driver's license. Employees are required to operate, maintain, care for and secure Department issued safety related equipment such as, but not limited to; Department issued firearm, related safety gear, personal protective equipment, communication devices, and other law enforcement related supplies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must have good health, be in sound physical condition, free from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer. While performing the duties of this job, the employee is regularly required to effectively use both hands, both arms, and both legs; have strength, endurance, and agility; have the ability to carry 5 to 10 pounds of issued duty gear which includes: a weapon utility belt, gun, magazine(s), handcuffs, and body armor and qualify with a Departmental issued firearm; normal hearing; normal vision (20/20) or vision corrected to normal; color vision adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; and weight proportional to age and heights.

The essential and marginal job duties have been discussed with the employee and a copy has been provided to the employee.

<i>SUPERVISOR DATE</i>	<i>EMPLOYEE DATE</i>
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Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; and, uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and, uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and, shares expertise with others.

Public Service – Manages difficult or emotional situations; responds promptly to public needs; solicits feedback to improve service; responds to requests for service and assistance; and, meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and, remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and, participates in meetings.

Team Work – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; and, recognizes accomplishments of other team members.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; and, able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; and, demonstrates accuracy and thoroughness.

Cost Consciousness – Conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; and promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and, supports equal employment opportunities and respects diversity.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and, able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; and, arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and, asks for and offers help when needed.

Innovation – Generates suggestions for improving work; and, presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and, makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and, takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; and develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and, follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and, monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; and, works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Language Ability – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Math Ability – Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Microsoft Outlook; Excel spreadsheet software; Internet Explorer, and Department database software.

Knowledge and Abilities, Etc.

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; and service of legal process; and knowledge of the Alcoholic Beverage Control Act and related statutes and regulations.

Ability to: Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; and establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others.

Certificates and Licenses: Possession of a valid driver license.

Special Personal Characteristics: Aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests; work under stress and adverse conditions; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, both arms, and both legs; strength, endurance, and agility; normal hearing; normal vision (20/20) or vision corrected to normal; color vision must be adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; and weight in proportion to height.

Desirable Qualifications: Possession of a POST Basic certificate.

PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in peace officer classifications.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in peace officer classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to peace officer classifications.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment including voice stress analysis or a polygraph test.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to peace officer classifications shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications prior to appointment date.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a POST approved academy, or possession of a POST Basic Certificate or equivalent, as well as successful completion of the Department's Field Enforcement Training Program, is a requirement for permanent status in these classifications.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug-screening test.