

PER DIEM BACKGROUND INVESTIGATOR

Description:

Under supervision, obtains information on potential employees required to determine suitability for employment and to do related work as required.

Distinguishing Characteristics

This classification is characterized by the responsibility to conduct pre-employment background investigations for both safety and general positions, including reference interviews in the field. This position is precluded from performing law enforcement duties. Incumbents hired into these positions are not guaranteed any specific number of work hours per biweekly pay period, and management has the authority to relieve them from duty when there is insufficient work.

Essential Functions:

- Conducts personal interviews with potential employees; explains background process; reviews personal history statements and determines suitability for employment based on department standards and legal requirements.
- Using departmental guidelines and established background procedures, conducts background investigations on potential employees, which includes interviews with personal references and prior employers; checks credit and criminal history, educational achievements, birth, age, military and DMV records per guidelines.
- Prepares written reports which support either hiring or disqualification of potential employees.
- May be required to testify as to content and validity of report in an appeal hearing.
- Performs other related duties as required but is precluded from performing law enforcement duties.

Employment Standards:

High School Diploma, G.E.D. or equivalent, a minimum of three (3) years of investigative experience with a law enforcement agency AND possession of a Basic or higher P.O.S.T. Certificate.

For assignments at the Probation Department: completion of a Standards and Training for Corrections Probation Officer Core Course and five (5) years of experience equivalent to a Deputy Probation Officer may be substituted for the requirements listed above.

May require the completion of a California P.O.S.T. background school to conduct backgrounds on sworn personnel.

Possession of a valid California Motor Vehicle Driver's License is required at the time of appointment.

Knowledge of: research methods and procedures necessary to the completion of comprehensive background investigations; applicable Federal, State and local laws and regulations; investigative principles and techniques; interview techniques and proper report writing; basic principles and practices of personnel management related to applicant recruitment and selection procedures.

Ability to: establish cooperative relationships with other agencies and outside entities; maintain confidentiality; read and write at a level necessary to perform the duties of a Background Investigator; effectively communicate information to co-workers, superiors and the public; write clear, concise reports; understand and follow directions.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.