Annual Salary: $90,473 TO $132,275

(THIS IS AN EMERGENCY APPOINTMENT POSITION)

BACKGROUND

The Professional Standards Division (PSD) is a division within the City of Los Angeles’ Fire Department, and is responsible for the Equal Employment Opportunity (EEO) and disciplinary investigations that arise from its nearly 3,600 employees, 3,300 of whom are sworn personnel. Related functions of PSD include disciplinary appeals through a Board of Rights hearing for sworn or Civil Service Appeal hearings for civilians, and providing litigation assistance to the City Attorney’s office in cases involving the Fire Department.

RESPONSIBILITIES

Fire Special Investigators conduct and/or participate in personnel and administrative investigations into allegations of misconduct by Fire Department employees both sworn or civilian which potentially involve violations of departmental or City rules, regulations, policies or procedures, including state and federal laws, pertaining to EEO complaints, disciplinary matters, charges of discrimination, retaliation, hazing, fraud, waste, corruption and abuse. Fire Special Investigators are responsible for conducting sensitive investigations which includes: plan investigative strategies and approaches; interview complainants, witnesses, and City employees; prepare oral and written reports on investigative findings; analyze documentary materials; assist in the Board of Rights selection process and in identifying and securing appropriate witnesses and testimony in support of the Fire Department’s case; prepare and present an administrative discipline case before a Board of Rights Panel; represent in conjunction with uniformed advocates the Fire Department before the Board of Civil Service Commissioners in discipline appeal cases, and in discipline-related arbitrations; may conduct research and provide analysis and recommendations pertaining to a wide variety of audits, assessments and reviews for the Board of Fire Commissioners; and related work.

REQUIREMENTS

1. Three years of full-time paid sworn experience conducting criminal or disciplinary investigations of sworn police or fire employees of alleged fraud, waste, abuse or misconduct; or
2. Three years of full-time paid experience conducting disciplinary investigations of holders of a government-issued license, credential or certification; or
3. Graduation from an American Bar Association accredited law school and three years of full-time paid experience litigating employment law, discipline, and/or EEO discrimination issues for a public agency.

A valid California driver's license and a good driving record may be required.
EMERGENCY APPOINTMENT

The Fire Special Investigator position will be filled through an Emergency Appointment. An emergency appointment is not a regular appointment. It is a temporary appointment that may be filled up to a maximum of one year or until an eligible list is established (City Charter Section 1013). Your employment will either terminate at the end of the emergency appointment (unless you are appointed from an eligible list), or may be terminated at any time, for any reason, while you are on emergency appointment.

TO APPLY

Electronic submittals are required. Interested candidates should immediately submit a resume detailing applicable background and work experience (including specific course work that is required), a City application (which can be downloaded at: [http://per.lacity.org/application.pdf](http://per.lacity.org/application.pdf)), a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) to:

Los Angeles Fire Department  
Personnel Services Section  
Email: lafdpersonnel@lacity.org

APPLICATION DEADLINE

The filing period may close at any time.

Questions can be directed to Gary Hill at  
gary.hill@lacity.org or (213) 978-3777

Only the most qualified candidates will be invited to a panel interview for further evaluation.

NOTES:

1. An Emergency Appointment is a temporary appointment and will be contingent upon approval from the City’s Personnel Department. A permanent appointment will be made upon completion of the Civil Service examination. The successful incumbent for this emergency position will be required to take the examination and obtain a high enough score on the eligibility list in order to be selected for the permanent appointment.

2. The current salary range is subject to change. You may confirm the starting salary with the Fire Department before accepting a job offer.

3. Fire Special Investigators are full-time employees, and are provided a comprehensive medical and dental flex benefits plan and membership in the Los Angeles City Employees Retirement System.

_The City of Los Angeles is an Equal Employment Opportunity Employer_