

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39205
Job Class Code:	440	Salary Schedule:	ASRRINVST
EEO Category:	02	Grade:	19
Workers Comp Code:	7720		

Job Code Established:	10/21/88	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Criminal Investigation Series

JOB CODE TITLE: INVESTIGATIONS SUPERVISOR I

HRIS TITLE: INVGNS SPV I

CHARACTERISTICS OF THE CLASS: Works under general supervision or direction as appropriate to assignment. Has the authority to review, prioritize and assign investigations within established guidelines and procedures of the agency; evaluate work activities and recommend on personnel actions; coordinate flow of case files with legal staff. Supervises a work unit of Investigators involved in conducting investigations; schedules, assigns and evaluates work and staff; assists in interpreting laws, regulations, codes and policies; participates by conducting the most difficult investigations or as workload dictates; prepares cases and testifies in hearings or court venues; supervises the preparation and/or authorizes the serving of cease and desist orders, subpoenas and citations, supervises the writing and obtaining of search warrants, serving of search warrants, search for and seizure of evidence; develops and provides training for staff; participates in budget preparation and other administrative duties; may serve in absence of superior. Responsible for trained and functioning staff; reports and case files reviewed; staff evaluations prepared; cooperative relationships established with law enforcement agencies; administrative duties completed; assigned equipment maintained.

EXAMPLES OF DUTIES: Supervises investigations of law violations or noncompliance with State regulations. Devises a schedule of work for subordinates on a periodic basis, within a work unit. Directs, instructs, guides and counsels subordinates in carrying out a variety of investigative functions. Reviews work products or achievements of subordinates, evaluates work and formulates plans for improvements. Resolves problems and questions presented by subordinates regarding work methods and processes. Reads, examines and reviews reports prepared by subordinates, makes corrections, adjustments, raises questions, routes back to writer or approves. Confers with personnel of law enforcement and other agencies with regard to joint actions taken or to be taken, or in exchange of vital or useful information. Writes detailed reports of investigations, outlining methods, procedures, events, evidence, activities and results and (ordinarily) making recommendations. Reads and reviews field assignment materials; evaluates and assigns to investigative staff based on workload, priority and complexity. Participates in complex or sensitive investigations of civil, criminal or regulatory investigations; reviews reports of interviews, evidence collected and other pertinent factors; determines if a violation has occurred. Confers with agency officials, staff members and representatives of other agencies and law enforcement organizations to present findings of investigations or to obtain information vital to a case under investigation. Compiles information for and writes periodic reports on activities of a work unit. Testifies in court or administrative hearings as official witness. Confers with supervisor, presenting and resolving difficult problems and questions, in some instances dealing with supervisory problems, planning actions and making decisions. Drives automobile to various locations throughout the State, carrying out business of work system as appropriate to the assignment. Performs related work as required.

WORK CONDITIONS: Travel as required; work can encounter fluctuating work hours; reviews cases and coordinates or recommends for legal proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices of work management, supervision and training. Federal, State and agency laws, rules, regulations, policies and codes governing investigations operations in the assigned agency. Practices and procedures of administrative duties relative to the assignment. Investigative techniques and methods and occupational terminology relative to the assignment. Rules of evidence and presentation of testimony and exhibits.

Skill/Ability to: Applying techniques and methods of work management, supervision and training. Applying and interpreting Federal, State and agency laws, rules, regulations, codes and policies governing investigation functions in the agency of assignment. Applying techniques of administrative duties relative to the assignment. Applying investigative techniques and methods, within occupational arena, relative to assignment. Oral and written communication and interpersonal relationships; Supervise investigators and assign and evaluate work in a timely and efficient manner; interpret difficult laws, rules, regulations and codes appropriate to the assigned agency; prepare and recommend budgets in a timely manner; develop and provide staff training in a timely and appropriate manner.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Three years of experience as an Investigator or one year of experience as an investigations team leader as appropriate to assigned agency. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Requires certification by the Arizona Peace Officer Standards and Training (AZPOST) Board prior to attaining permanent status. A valid Arizona driver's license may be required at time of appointment.