

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV39206
Job Class Code:	440	Salary Schedule:	ASRRINVST
EEO Category:	02	Grade:	20
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 II

HRIS TITLE: INVGNS SPV II

WORK DESCRIPTION: Supervises investigators in a broad based and complex investigations program and serves as assistant to an investigations program supervisor or administrator appropriate to the assigned agency; develops and trains staff in laws, codes and regulations enforced by agency; participates in developing budgets and other administrative duties of assignment; assists in interpreting complex laws, codes and regulations; assigns, prioritizes and evaluates work activities of staff; testifies as required; may serve in absence of a higher level supervisor.

WORK ACTIVITIES: supervises investigations of law violations or noncompliance with state regulations. Directs, instructs, guides and counsels subordinate workers in carrying out a variety of investigative tasks. Devises a schedule of work for subordinates on a periodic basis within an investigations program. Reads and reviews field assignment materials; evaluates and assigns to subordinate investigators based on workload, priority and complexity. 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. Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making recommendations. Confers with agency officials, staff members and representatives of law enforcement and other agencies to present findings of investigations or to obtain information vital to a case under investigation. Testifies in court or administrative hearings as official witness. Confers with superior, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or program policy problems, planning actions and making decisions. Writes detailed plan or proposal for action or program activity based on own research, evaluations and recommendations. Writes detailed reports summarizing activities covering a specified period of time or marking the completion of a project or complex investigation. Drives automobile to various locations throughout the state, carrying out business of work system as appropriate to assignment. Performs related work as required.

WORK CONDITIONS: Travel as required; work can encounter fluctuating work hours.

SUPERVISION: Works under general supervision or direction appropriate to the assignment.

WORK RESULTS/PRODUCTS: Trained and functioning staff; investigations completed and reports and case files prepared and submitted; administrative duties completed; assigned equipment maintained.

RESPONSIBILITY: For scheduling, prioritizing, assigning and evaluating staff and work activities in a timely and efficient manner; assisting in interpreting complex laws, codes and regulations in a timely and accurate manner; participating and recommending on personnel actions in a prompt and efficient manner; preparing and recommending operating budgets.

AUTHORITY: To schedule, prioritize, assign and evaluate work activities and staff; review and recommend issuing of cease and desist orders, subpoenas and citations; prepare and recommend operating budgets and expenditures.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the techniques and methods of work management and supervision; Federal, State and agency laws, rules, codes, regulations and policies governing investigations appropriate to assigned agency; practices and procedures of administrative duties of the assignment; the techniques and methods of investigating and training.

Skill/Ability to: applying the techniques and methods of work management and supervision; applying and interpreting Federal, State and agency laws, rules, codes, regulations and policies governing investigations appropriate to assigned agency; applying the techniques and methods of administrative duties of the assignment; applying techniques and methods of investigating; oral and written communication; interpersonal relationships.

SPECIAL SELECTION FACTORS: One year of experience equivalent to an Investigations Supervisor I to the agency of assignment. Some positions require completion and certification by the Arizona Peace Officer Standards and Training (AZPOST) Board prior to attaining permanent status. A current and valid Arizona driver's license may be required at time of appointment.