

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39256
Job Class Code:	440	Salary Schedule:	ASRRSPINV
EEO Category:	04	Grade:	21
Workers Comp Code:	7720		

Job Code Established:	05/19/94	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Correctional Administration Series

JOB CODE TITLE: SPECIAL INVESTIGATIONS SUPERVISOR

HRIS TITLE: SPCL INVGNS SPV

CHARACTERISTICS OF THE CLASS: Works under general supervision or direction. Reviews prioritizes and assigns investigations within established guidelines and procedures; evaluates work activities and recommends on personnel actions; coordinates flow of case files with legal staff. Supervises a unit of Special Investigators involved in conducting investigative and law enforcement functions; 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; develops and provides training for staff; participates in budget preparation and other administrative duties; may serve in absence of superior. Responsible for supervising investigators and assigning and evaluating work in a timely and efficient manner; interpreting difficult laws, rules, regulations and codes; preparing and recommending budgets in a timely manner; developing and providing staff training in a timely and appropriate manner.

EXAMPLES OF DUTIES: Supervises investigations of law violations. 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 and law enforcement function. Reviews work products of 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 to exchange vital or useful information. Writes detailed reports of investigations, outlining methods, procedures, events, evidence, activities and results and 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 and criminal violations; 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 acquire information needed for immediate decisions. 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 or 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 involve fluctuating work hours.

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 and law enforcement operations in the assigned agency; practices and procedures of administrative duties relative to the assignment; investigative and law enforcement techniques and methods and occupational terminology relative to the assignment; and 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 and law enforcement functions in the agency of assignment; applying techniques of administrative duties relative to the assignment; applying investigative and law enforcement techniques and methods, within occupational arena, relative to assignment; oral and written communication; and interpersonal relationships; Ensure work product consists of a 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.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: One year of experience as a Special Investigator as appropriate to assigned agency. Requires certification by the Arizona Peace Officer Standards and Training (AZPOST) Board prior to attaining permanent status. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: A valid Arizona driver's license may be required at time of appointment.