

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV39257</b>
<b>Job Class Code:</b>	<b>440</b>	<b>Salary Schedule:</b>	<b>ASRRSPINV</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

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

**JOB CODE SERIES:** Criminal Investigation Series

**JOB CODE TITLE:** SPECIAL INVESTIGATIONS MANAGER

**HRIS TITLE:** SPCL INVGNS MGR

**WORK DESCRIPTION:** Manages a broad based and complex investigations and law enforcement program through subordinate supervisors; plans, develops and implements program policies and procedures appropriate to assigned agency; trains and evaluates staff; provides guidance and instructions in securing and reporting evidence and preparing for presentation in hearing or court venues; coordinates the activities of a central office and/or outstationed operations; prepares and recommends budgets, controls expenditures and performs a variety of other administrative duties appropriate to the assignment; testifies as required; may supervise and manage a designated, complex investigations and law enforcement program within an agency.

**WORK ACTIVITIES:** supervises investigations of law violations. Directs, instructs and counsels subordinate personnel who are supervisors, or highly skilled technicians, carrying out tasks requiring considerable judgment in conducting investigations and law enforcement functions. Adapts work schedules to meet changing priorities of equipment, personnel or work objectives. Reads and reviews intake or field assignment materials before assignment to field representative or working unit within the investigations/law enforcement program. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system. Reads, examines, reviews investigative and management reports prepared by subordinate supervisors or highly skilled technicians; makes corrections, adjustments, raises questions, routes back to writer or approves for routing to destination. Plans for use of materials and personnel resources in an investigations and law enforcement program or designated component; examines materials, confers with superior and staff; analyzes, evaluates and makes recommendations. Establishes and maintains work standards, procedures, methods and policies for an investigations and law enforcement program. Reviews work products or achievements of subordinate personnel; evaluates work and formulates plans for improvement. Participates in planning for the next budget period; compiles past expenditure figures, estimates future costs, makes budgetary recommendations for program. Reviews, maintains and controls amounts expended from the budget to assure that expenditures do not exceed funds available. Confers with superior concerning work system; gives information and advice; receives instructions and guidance. Performs related work as required.

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

**SUPERVISION:** Works under direction.

**WORK RESULTS/PRODUCTS:** Trained and functioning staff; investigations completed and reports and case files prepared and submitted; program policies and procedures developed and

implemented; administrative duties completed; assigned equipment maintained.

**RESPONSIBILITY:** For planning and organizing an investigations and law enforcement program, and scheduling, prioritizing and evaluating work activities and staff in a timely and efficient manner; preparing and recommending personnel actions, budgets and expenditures in a timely and professional manner; testifying in courts and hearings.

**AUTHORITY:** To plan, organize, schedule, prioritize and evaluate investigations activities and staff; interpret complex laws, rules, codes and regulations; review and approve cease and desist orders, subpoenas and citations; prepare and recommend operating budgets and control expenditures.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Techniques and methods of managing and supervising; Federal, State and agency laws, rules, codes, regulations and policies governing investigations and law enforcement functions appropriate to agency of assignment; Investigative and law enforcement techniques and methods appropriate to the assignment; Practices and procedures of administrative duties appropriate to the assignment.

**Skill/Ability to:** Managing and supervising; Applying and interpreting Federal, State and agency laws, rules, codes, regulations and policies governing investigative and law enforcement operations appropriate to assigned agency; Applying the techniques and methods of administrative duties of the assignment; Determining that case files are properly prepared for presentation in hearings and courts; Oral and written communication; Interpersonal relationships.

**SPECIAL SELECTION FACTORS:** One year of experience as a Special Investigations Supervisor as appropriate to the agency of assignment. Requires 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.)