

CLASSIFICATION SPECIFICATION

| | | | |
|------------------------------|-----------------|-------------------------|-----------------|
| FLSA: | EXC | Job Code: | ACV39258 |
| Job Class Code: | 440 | Salary Schedule: | AREG |
| EEO Category: | 01 | Grade: | 23 |
| Workers Comp Code: | 7720 | | |
| Job Code Established: | 12/02/86 | Effective Date: | |
| Job Code Revised: | 07/01/90 | Effective Date: | |

JOB CODE SERIES: Correctional Administration Series

JOB CODE TITLE: CORRECTIONAL INVESTIGATIONS ADMINISTRATOR

HRIS TITLE: CORRL INVGNS ADMR

CHARACTERISTICS OF THE CLASS: Works under the direction of the Division Director. Has the authority to establish and implement work policies and standards, establish priorities for units, set work schedules for subordinates and evaluate performance. Plans, directs and supervises the activities of the Criminal Investigations Bureau within the DOC; develops and implements policies, procedures and objectives. Manages Bureau activities and operations through subordinate supervisors. Responsible for the quality and effectiveness of work and work products of the Bureau. Work product consists of an effective work unit that conducts criminal and/or law enforcement related investigations.

EXAMPLES OF DUTIES: Establishes work schedule, agenda, and/or timetables for subordinates on a daily, weekly, or other appropriate basis. Resolves problems and questions presented by subordinates regarding work methods and processes. Analyzes and evaluates work procedures, methods, and rules for work unit; makes determinations and establishes operating procedures for bureau. Directs, instructs, and counsels subordinate supervisors in carrying out tasks requiring considerable judgment and evaluates performance periodically. Confers with other administrative personnel to coordinate plans, work effort, and objectives. Directs the budget compilation and service measurements processes for the unit. Confers with other law enforcement officials regarding matters of concern and for cooperative efforts. Prepares periodic administrative and investigative reports as necessary. Develops short and long range plans for area of responsibility. Confers with supervisor as appropriate regarding unit operations and plans. Inspects facilities, equipment and personnel periodically to ensure compliance with policy and procedures. Performs related work as required.

WORK CONDITIONS: Occasionally may have direct contact with inmates/residents of correctional institutions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: applicable management principles and practices; investigative methods, procedures and techniques, as they related to arrest, search and seizure; agency policies, procedures, rules and regulations; applicable ARS relative to correctional institutions; the rules of evidence and the presentation of testimony and exhibits.

Skill/Ability to: work management, leadership and supervision of investigative staff; oral and written communication; planning investigative strategies, techniques and processes; analysis and evaluation of data gathered relative to unlawful activities; making oral presentations to staff, governmental agencies and the public; interpersonal relations, as applied to contacts with law enforcement agencies, sources, subordinate staff and the public.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Four years of criminal investigations supervisory experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.