

**Sergeant, Health and Human Services Commission,
Office of Inspector General**

Salary Group: C04

Class Code: 9865

CLASS TITLE	CLASS CODE	SALARY GROUP
SERGEANT, HEALTH AND HUMAN SERVICES COMMISSION, OFFICE OF INSPECTOR GENERAL	9865	C04
LIEUTENANT, HEALTH AND HUMAN SERVICES COMMISSION, OFFICE OF INSPECTOR GENERAL	9866	C05
CAPTAIN, HEALTH AND HUMAN SERVICES COMMISSION, OFFICE OF INSPECTOR GENERAL	9867	C06
MAJOR, HEALTH AND HUMAN SERVICES COMMISSION, OFFICE OF INSPECTOR GENERAL	9869	C08

GENERAL DESCRIPTION

Performs investigative, administrative, and consultative law enforcement work. Work involves conducting investigations, performing compliance audits and inspections, and providing consultation and guidance on laws, statutes, and regulations. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts administrative and criminal investigations into alleged violations of laws, rules, and regulations.

Collects and analyzes data through field studies.

Identifies, contacts, and interviews witnesses, subjects, and other relevant individuals.

Interacts and exchanges information with various state, local, or federal law enforcement organizations.

Plans, organizes, and records investigative activities and findings.

Prepares records, correspondence, and reports.

Prepares, reviews, and presents investigative reports and criminal case files for hearings.

Testifies in administrative, judicial and criminal proceedings.

May assist with undercover or surveillance operations involving suspected violators.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in criminal justice, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, and other applicable statutes; and agency rules, policies, and procedures.
- Skill in researching and interpreting complex rules and regulations, in interviewing techniques, in applying investigative techniques and procedures, and in the use of a computer and applicable software.
- Ability to use and care for firearms and law enforcement equipment; to use physical tactics, to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare reports; to prepare criminal cases for prosecution; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.