

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

Salary Group: C06

Class Code: 9867

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 supervisory work. Work involves supervising staff engaged in complex criminal law enforcement investigations of violations of the Texas Penal Code and various state and federal statutes. Work involves overseeing, planning, organizing, and conducting criminal investigations. Supervises the work of others. Works under general supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees, coordinates, and reviews the work of staff engaged in the enforcement of state and federal laws and regulations.

Oversees, directs, and coordinates special investigative and enforcement activities.

Oversees, conducts, and monitors criminal and administrative investigations.

Develops policies and procedures, guidelines, priorities, and standards that measure the progress of investigations and implements strategies.

Develops standards for agency investigations; manages the referral process; and develops policies, guidelines, procedures, and standards to achieve full coordination of agency investigative activities.

Testifies in administrative, judicial, and criminal proceedings.

Assists in the preparation of the annual budget.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in investigative law enforcement work, including supervisory or team lead experience. Graduation from an accredited four-year college or university with major coursework in criminal justice, criminology, police science, 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; to supervise the work of others; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must possess a valid driver's license.