

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

Salary Group: C08

Class Code: 9869

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 managerial law enforcement supervisory work. Work involves managing and overseeing staff and unit operations; directing criminal investigative activities; coordinating and evaluating enforcement program activities; developing and evaluating budget requests, guidelines, procedures, policies, rules, and regulations; and developing schedules, priorities, and standards for achieving established goals. Supervises the work of others. Works under minimal supervision, with extensive 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.

Oversees in the preparation and execution of the annual budget.

Manages the daily activities of staff and provides direction for achieving established standards, program goals, and other mandates.

Ensures all investigations are conducted in accordance with appropriate law enforcement procedures, investigative procedures, and program policies.

Plans, implements, coordinates, monitors, and evaluates 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.

Performs related duties 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 license.