



Commander, Juvenile Justice Department

Salary Group: C07

Class Code: 9878

CLASS TITLE	CLASS CODE	SALARY GROUP
POLICE INSPECTOR, JUVENILE JUSTICE DEPARTMENT	9872	C03
CORPORAL, JUVENILE JUSTICE DEPARTMENT	9874	C04
SERGEANT, JUVENILE JUSTICE DEPARTMENT	9875	C04
LIEUTENANT, JUVENILE JUSTICE DEPARTMENT	9876	C05
COMMANDER, JUVENILE JUSTICE DEPARTMENT	9878	C07
DEPUTY CHIEF, JUVENILE JUSTICE DEPARTMENT	9879	C08

GENERAL DESCRIPTION

Performs managerial and investigative law enforcement work. Serves as a commissioned peace officer for the Office of Inspector General (OIG) at the Juvenile Justice Department. Work involves planning and overseeing the daily operations and activities of staff. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement.

EXAMPLES OF WORK PERFORMED

Oversees and manages the daily operations and procedures of OIG investigative programs and/or daily operation of the Incident Reporting Center, ensuring compliance with applicable laws, rules, regulations, and agency policies.

Oversees data management activities, including data entry and integrity in case management systems; collaborates with information technology staff to maintain systems and address operational issues.

Oversees and participates in investigations of criminal violations occurring on agency property or involving other agency interests.

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Develops and updates procedures and techniques for investigative operations and activities; analyzes operational challenges and implements action plans for process improvement.

Plans, assigns, and oversees the work of supervised staff; hires and trains new staff; and provides feedback and conducts performance reviews.

Prepares and reviews reports for investigative programs and provides relevant information to management regarding program activities.

Provides guidance, technical assistance, and training to supervised staff as needed, including the integration of new methods and procedures; oversees the implementation of new processes.

Coordinates with departmental staff to meet objectives, shares information on investigative activities, identifies operational concerns and trends, and recommends improvements.

Participates in meetings regarding facility security and OIG operations and activities.

Represents the OIG and serves as a liaison with state and local organizations as directed.

Reports safety hazards and corrects them when possible, and completes required documentation for accidents or injuries within specified timeframes.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of agency programs and functions; effective management strategies; impartial and sound employee evaluation techniques; investigative principles, techniques, and best practices, including related legal and regulatory considerations; investigative program management; and court procedures, practices, and rules of evidence.
- Skill in maintaining confidentiality and demonstrating fairness and impartiality in professional interactions; physically restraining youth appropriately to maintain order and respond to emergencies; maintaining accurate records and written files; operating computers and utilizing software to analyze data and support administrative decisions; optimizing resource use for effective outcomes; implementing and evaluating administrative procedures and interpreting rules, regulations, and policies; conducting policy analysis and research, and contributing to policy and procedure manual development; and proficient use of firearms.
- Ability to implement and evaluate administrative procedures; to develop and interpret rules, regulations, policies, and procedures; to conduct research, analyze facts, and prepare concise reports; to identify problems, assess alternatives, and recommend effective solutions; to respond appropriately to abusive behavior in alignment with training; to remain alert, observant, and physically responsive in various situations, including physical restraint of youth; to comprehend and execute instructions; to maintain confidential records; to testify in legal proceedings; to uphold ethical standards; to oversee program activities and set goals; to collaborate effectively with stakeholders while

maintaining professionalism; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must possess a valid driver's license.