



# Deputy Chief Investigator, Texas Department of Insurance, State Fire Marshal's Office

Salary Group: C07

Class Code: 9892

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9887	C03
SERGEANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9889	C04
LIEUTENANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9890	C05
CAPTAIN, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9891	C06
<b>DEPUTY CHIEF INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE</b>	<b>9892</b>	<b>C07</b>
ASSISTANT STATE FIRE MARSHAL, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9893	C08

## GENERAL DESCRIPTION

Performs administrative and managerial law enforcement work within the State Fire Marshal's Office. Work involves managing fire investigations, overseeing and conducting criminal investigations of the origins and causes of fires, and overseeing and coordinating day-to-day operations. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Directs fire investigative activities within the State Fire Marshal's Office.

Directs the supervision and management of investigators within the State Fire Marshal's Office.

Oversees the monitoring and reviewing of fire investigators to ensure compliance with laws and standards.

Oversees and prepares accurate and timely performance evaluations and reports of performance measures.

Oversees and approves employment actions, including hiring, promotions, and disciplinary actions.

Oversees the training and development of staff.

Develops guidelines, policies, and procedures.

Confers with the State Fire Marshal and Assistant State Fire Marshal concerning administrative and operational activities; makes recommendations to improve operations; and oversees the development and implementation of guidelines, policies, and procedures.

Establishes and maintains effective working relationships with representatives of cities, counties, and municipalities.

Assists in the preparation of the annual operating budget.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Satisfactory service and performance in the career progression position immediately preceding the position of Deputy Chief Investigator. Graduation from an accredited four-year college or university with major coursework in criminal justice, fire safety, 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, National Fire Protection Association Fire Code and Life Safety Code, and other applicable statutes; and agency rules, policies, and procedures.
- Skill in mentoring and coaching staff; in researching and interpreting complex rules and regulations; in applying investigative techniques and procedures; and in the use of a computer and applicable software.
- Ability to use and care for firearms and intermediate impact (non-lethal) weapons; to operate law enforcement vehicles; 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 Texas Commission on Law Enforcement.

Must be certified as a fire/arson investigator by the Texas Commission on Fire Protection.

Must possess a valid driver's license.