



Deputy Chief Investigator, Texas Department of Insurance

Salary Group: C07
Class Code: 9897

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
SERGEANT, TEXAS DEPARTMENT OF INSURANCE	9894	C04
LIEUTENANT, TEXAS DEPARTMENT OF INSURANCE	9895	C05
CAPTAIN, TEXAS DEPARTMENT OF INSURANCE	9896	C06
DEPUTY CHIEF INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE	9897	C07

GENERAL DESCRIPTION

Performs administrative and managerial law enforcement work within the Insurance Fraud Unit. Work involves managing unit operations; directing criminal insurance investigative and building safety activities; and developing schedules, priorities, and standards for achieving the work in compliance with state and federal laws. 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 investigative, enforcement, and security activities within the Insurance Fraud Unit (Unit).

Directs the supervision of staff within the Unit and oversees contract security officers.

Oversees the training and development of Unit employees.

Oversees and/or prepares performance evaluations and reports of individual progress for all Unit employees.

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

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

Represents the Unit at meetings, hearings, trials, committees, and conferences.

Coordinates enforcement activities with law enforcement agencies or departments and oversees the referral of financial transactions to state and federal prosecutors.

Determines the methods and procedures to carry out Unit directives, prepares plans for the accomplishment of those objectives, and oversees the implementation of changes.

Develops guidelines, policies, and procedures.

Explains, interprets, and enforces applicable policies and procedures.

Serves as the principal point of contact and represents the agency in coordination with the Texas Facilities Commission on building security matters.

Establishes and maintains liaison with other governmental and law enforcement agencies.

Assists in the preparation of the annual operating budget.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Satisfactory service 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, business administration, finance, or a related degree is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Texas Penal Code, the Texas Code of Criminal Procedure, and other applicable statutes; of management and administrative principals, techniques, and methodologies; of agency goals, objectives, rules, policies, and procedures; and of criminal and civil court proceedings and rules of evidence.

Skill in mentoring and coaching techniques, 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 use physical tactics; to interpret, explain, and enforce directives and policies; to communicate effectively; and to supervise the work of others.

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.