

**Regional Supervisor - Office of the Inspector General**Salary Group: C05
Class Code: 9973

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
REGIONAL SUPERVISOR - OFFICE OF THE INSPECTOR GENERAL	9973	C05
REGIONAL MANAGER - OFFICE OF THE INSPECTOR GENERAL	9974	C06
MULTI-REGIONAL ADMINISTRATOR - OFFICE OF THE INSPECTOR GENERAL	9975	C07
CHIEF INSPECTOR - OFFICE OF THE INSPECTOR GENERAL	9976	C08

GENERAL DESCRIPTION

Performs supervisory investigative work. Work involves assisting in the coordination of activities of staff engaged in the investigation of violations of department policies and procedures, fraud, employee misconduct, federal court orders, and criminal law. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts criminal and administrative investigations.

Coordinates and assigns investigations and monitors workloads and work output.

Prepares and reviews reports of investigations and program activities.

Provides technical assistance to investigators and staff.

Serves as a liaison with management and other law enforcement agencies.

Assists in conducting program analysis studies to develop and recommend solutions to problems.

Assists in the development of schedules, priorities, and standards for achieving program goals.

Assists in the preparation of program guidelines, policies, procedures, rules, and regulations.

Assists in the preparation of training and operational manuals.

May participate in joint homeland security initiatives with other governmental law enforcement agencies.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in investigative work. 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 principles and practices of program administration; of investigative operations, practices, and techniques; of federal and state criminal and drug laws; and of court procedures, practices, and rules of evidence.

Skill in problem-solving techniques, in the use of firearms, and in using a computer and applicable software.

Ability to conduct, evaluate, analyze, and investigate allegations of wrongdoing; to prepare concise reports; to prepare and implement program goals, objectives, and operations; to evaluate program policies and procedures; 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.