

**Regional Manager - Office of the Inspector General**

Salary Group: C06

Class Code: 9974

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

**GENERAL DESCRIPTION**

Performs administrative work managing an investigative program. Work involves establishing program goals and objectives; developing and recommending guidelines, procedures, policies, rules, and regulations; and evaluating and coordinating program activities. Supervises the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Conducts criminal and administrative investigations.

Coordinates and evaluates activities of staff engaged in the investigation of violations of policies and procedures, federal court orders, and criminal law.

Participates in joint homeland security initiatives with other governmental law enforcement agencies as needed.

Prepares and reviews reports of investigations and program activities.

Provides instruction and guidance to staff in investigative functions and technical skills.

Reviews and researches legal aspects of special investigations and recommends action.

Reviews, develops, and makes recommendations on program guidelines, policies, procedures, rules, and regulations.

Serves as a liaison between investigators, management, and law enforcement agencies.

Testifies and presents evidence in court or administrative hearings.

May prepare budget requests.

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, policies, procedures, 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.