

**Multi-Regional Administrator - Office of the Inspector General**

Salary Group: C07

Class Code: 9975

<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 administrative work managing an investigative program. Work involves establishing program goals and objectives; developing schedules, priorities, and standards for achieving programs goals; developing budget requests to achieve program goals; and coordinating and evaluating program activities. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, directs, coordinates, and oversees program operations in statewide multiple regions.

Prepares and/or coordinates program budget requests.

Develops policies, procedures, guidelines, priorities, and standards.

Directs program evaluation activities.

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

Provides technical assistance for the Office of the Inspector General at the Department of Criminal Justice.

Reviews and/or prepares investigative reports of criminal offenses and/or administrative abuse allegations.

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

Investigates highly sensitive and complex allegations.

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 criminal investigative principles, techniques, and methodologies; of federal and state criminal and drug laws; and of criminal and civil court procedures, practices, and rules of evidence.

Skill in interviewing, in investigative and problem-solving techniques, and in using a computer and applicable software.

Ability to conduct, evaluate, analyze, and investigate allegations of wrongdoing; to prepare concise reports; to develop goals, objectives, policies, procedures, schedules, and standards for program operations; to evaluate program operations and activities; 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.