



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

Salary Group: C07

Class Code: 9975

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR I, TRAINEE - OFFICE OF THE INSPECTOR GENERAL	9965	C01
INVESTIGATOR II - OFFICE OF THE INSPECTOR GENERAL	9970	C02
INVESTIGATOR III - OFFICE OF THE INSPECTOR GENERAL	9971	C03
INVESTIGATOR IV - OFFICE OF THE INSPECTOR GENERAL	9972	C04
REGIONAL SUPERVISOR - OFFICE OF THE INSPECTOR GENERAL	9973	C05
REGIONAL MANAGER - OFFICE OF THE INSPECTOR GENERAL	9974	C06
<b>MULTI-REGIONAL ADMINISTRATOR - OFFICE OF THE INSPECTOR GENERAL</b>	<b>9975</b>	<b>C07</b>
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; federal and state criminal and drug laws; and criminal and civil court procedures, practices, and rules of evidence.

Skill in interviewing, in investigative and problem-solving techniques, and in the use of 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.