

**Chief Inspector - Office of the Inspector General**

Salary Group: C08

Class Code: 9976

<b><u>CLASS TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>SALARY GROUP</u></b>
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
<b>CHIEF INSPECTOR - OFFICE OF THE INSPECTOR GENERAL</b>	<b>9976</b>	<b>C08</b>

**GENERAL DESCRIPTION**

Performs administrative and managerial work directing an investigative program. Work involves directing, planning, and coordinating investigative 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**

Directs the development, implementation, and evaluation of program goals, objectives, and operational procedures.

Directs the coordination of investigative activities, including violations of criminal law and departmental policy.

Directs the coordination of program budget requests and determines the allocation of budget funds.

Coordinates program functions with other agency and divisional operations.

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

Plans, organizes, and directs the development of activities related to program operations.

Serves as a liaison with local, state, and federal agencies and organizations involved with program operations.

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 management and administrative principles, techniques, and methodologies; of departmental goals, objectives, rules, regulations, policies, and procedures; of federal and state statutes, rules, and regulations pertaining to law enforcement activities; 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 plan, organize, and direct program operations; to evaluate and establish program goals, objectives, and procedures; to prepare concise reports; 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.