

Class Concept

Work in this class is professional independent work providing technical assistance to field or investigative work related to a criminal justice program. The work involves reviewing multiple sources of data/information and performing analysis of the information, typically in written summary reports. The criminal justice program may have statewide scope, with both administration of the program and extensive technical components. The program(s) that the employees work typically have multiple levels of components, which add to the complexity of the programs. Work may involve coordination within a program or area of specialty, conducting audit work to ensure compliance with standards, or conducting limited or specific investigative work within an assigned area. Employees work with local, state, and federal law enforcement agencies. The investigations, analysis, and audits are performed with greater independence than is seen Criminal Justice Specialist/Investigator I and II level. Employees in this class may supervise, train, or provide advice to junior staff. Work at this level involves more autonomy in making decisions related to policy interpretation, policy, procedure, and program objects. Employees may independently coordinate a program, by organizing and carrying out multiple administrative and technical activities, and gathering and reporting related information. Employees may perform field work which may include auditing records and/or operations of assigned programs, to determine compliance. Investigative work may include gathering information related to incident(s), gathering and reviewing applicable records and reports, gathering information from interviews, and preparing summary reports of findings. Work may involve determining compliance with program standards. Employees troubleshoot problems associated with work processes, and train and orient others on program standards.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the assigned work area program, processes, and procedures to include associated understanding of the applicable rules and regulations of the work area. .
- Thorough knowledge of criminal justice and law enforcement procedure, terminology, and policies and practices.
- Thorough knowledge of research and standards applicable to the research or training area or project.
- Working knowledge of human resources policies and procedures related to hiring, coaching, mentoring, performance reviews, and disciplinary actions.
- Ability to interpret, apply, and communicate statutory regulations related to program area.
- Ability to analyze, interpret, revise, and implement policy and procedural guidelines.
- Ability to supervise/coordinate the work of others.
- Ability to develop and deliver trainings.
- Ability to establish effective working relationships, with coworkers as well as with local, state, and federal law enforcement officials.
- Ability to express oneself clearly and concisely in oral and written form.
- Ability to work independently and use sound judgment in making decisions.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of administrative, technical, or professional experience in criminal justice or law enforcement as it relates to the area of assignment, or an equivalent combination of training and experience.