

Class Concept

This is professional program, field, investigative, or training work supervising a criminal justice program with statewide scope and accountability. Work involves supervising a program/area of specialty with statewide scope involving original research and considerable complexity; supervising and coordinating office/field work of a staff to ensure compliance and interpretation of policies and procedures; supervising and performing specialized investigative work in an assigned area; or coordinating and teaching in a specialty area of criminal justice. Employees in this class are responsible for supervisory and professional work in one or more of the following areas: supervisor of a statewide program and staff with varied and unrelated functions, organizing and carrying out multiple supervisory, professional, administrative and technical activities, conducting original research, and gathering, analyzing and reporting information, interpreting and determining/revising policies and procedures, rules and regulations and determining compliance; supervising specialized investigative work which includes creative approaches to investigations, gathering and analyzing applicable records and reports, determining the direction of investigations and setting priorities; or supervising the development, design, and presentation of all aspects of a highly technical program training program. Employees work with local, state, and federal law enforcement. Employees may supervise. Employees exercise considerable independence and judgment in supervision and original research. Work at this level involves discretionary judgment in developing and interpreting policy, procedure, and program objectives.

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 and interpret organizational and procedural problems and to make changes to existing systems, and set work priorities.
- 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 four 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 education and experience.