STATE OF OHIO ATTORNEY GENERAL CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES	SERIES NUMBER
BCI & I Special Agent Supervisor	2613AG
MAJOR AGENCIES	EFFECTIVE
Attorney General Only	04/02/2006

#### **SERIES PURPOSE**

The purpose of the BCI&I special agent supervisor occupation is to direct, coordinate & supervise investigations of drugs or organized crime.

At the lower level, incumbents supervise BCI&I special agents in overt, covert & crime scene investigations.

At the higher level, incumbents assist in direction, coordination & administration of statewide investigation programs.

Note: class developed exclusively for use by Office of Attorney General, Bureau of Criminal Identification & Investigation.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEBCI & I Special Agent Supervisor 126135AG1504/02/2006

#### **CLASS CONCEPT**

The first supervisory level class works under general direction & requires thorough knowledge of criminal investigation in order to supervise special agents conducting overt, covert & crime scene investigations.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEBCI & I Special Agent Supervisor 226136AG1604/02/2006

#### **CLASS CONCEPT**

The second supervisory level class works under direction & requires thorough knowledge of criminal investigation in order to assist in direction, coordination & administration of statewide investigation programs for detection & prosecution of individuals engaged in drugs & organized crime & supervise BCI&I special agents &/or BCI&I special agent supervisor 1s & support staff.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
BCI & I Special Agent Supervisor 1	26135AG	47	04/02/2006	15

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u> (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates operations & provides overall direction & supervision of investigations & supervises special agents involved in one of the following options: in all levels of covert & overt organized crime investigations (e.g., extortion, drugs, prostitution, theft, gambling) & in performing all phases of crime scene investigations (e.g., robbery, burglary, auto theft, homicide, rape, bank robbery) within geographic area, or in all levels of covert & overt public official corruption & organized crime investigations on statewide basis, or in all aspects of environmental crime investigations & other state & federal crimes as related to environmental investigations on statewide basis, & in addition to one of preceding options, reviews & evaluates investigation reports & case files to ensure completeness & to gather statistics for inclusion in detailed monthly & annual reports submitted on all investigations & activities & reviews statistical reports for study of crime trends in order to make best use of available personnel.

Reviews, evaluates & forwards all criminal intelligence data submitted by special agents as well as by outside law enforcement agencies (e.g., city, county, state, federal) for purpose of target selection, case development, strategic & tactical planning; recommends & enforces policy changes primarily involving bureau procedures & standard operating manual when necessary; approves confidential fund expenditures (i.e., not exceeding \$2,000); approves all undercover drug purchases; approves search warrant executions; assesses & directs manpower requirements for specific &/or special investigations by temporary assignment of additional special agents to assist in special investigations; monitors & maintains electronic equipment & initiates repairs; initiates purchase orders.

Serves as liaison to all levels of law enforcement community (i.e., to include local, county, state & federal entities) & acts as coordinator in investigations involved in numerous jurisdictions; delivers speeches to both public & private sectors about functions of attorney general's office & investigations of drugs & organized crime or crime scene investigations or public official corruption & organized crime or environmental crime investigations being performed by lower-level agents (e.g., status of case, specific charges filed against individuals in case, completion date of investigation, preparation for grand jury &/or any subsequent trials); instructs basic & advanced policy training for all levels of special agents (e.g., training for new agents & continued in-service training), assigns agents to teach in basic or advanced police schools & personally participates in all levels of police training; plans & coordinates periodic training for subordinates; attends task force intelligence & law enforcement executive meetings; performs public speaking & makes presentations on various law enforcement topics; develops goals & objections of BCI&I; completes reports on requirements mandated by C.A.L.E.A. & BCI&I directions & divisions directives standards.

Interprets criminal laws; informs subordinates of case law & court decisions as related to law enforcement & investigative activity; assists supervisor &/or division chief in initiating procedures & formulating policy concerning bureau activities; maintains proficiency in firearms & self-defense; interviews job applicants & provides input into selection process; conducts background investigations on selected applicants; assists with internal affairs investigations & responds to highly sensitive inquiries as requested by superintendent, assistant superintendent or attorney general; performs all duties as outlined in classification specifications for lower-level special agents on as needed basis.

#### **MAJOR WORKER CHARACTERISTICS**

Knowledge of criminal investigation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedures; behavioral or social science (e.g., psychology, sociology, criminology); physical or biological science (e.g., chemistry, physics); interviewing; public relations; employee training & development; supervisory principles/techniques; management\*; written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech). Skill in operation & use of pistol (e.g., .38 caliber 2-1/2 inch barreled revolver), shotgun, metal detector, two-way radio, tape recorder, camera. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate records; interpret extensive variety of technical material in books, manuals & journals; maintain accurate records for firearms qualification data; handle sensitive inquiries from & contact with officials & general public.

(\*)Developed after employment.

# MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. exp. as BCI&I Special Agent, 26131AG, or in position performing same duties in another governmental jurisdiction (e.g., police, county sheriff).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must qualify twice per year in use of firearms (e.g., .38 caliber 2-1/2 inch barreled revolver scoring 80% or better).

#### **UNUSUAL WORKING CONDITIONS**

Works outside exposed to all types of weather; may be exposed to physical violence; requires travel; may be exposed to patients diagnosed with aids; may be exposed to patients with hepatitis; may be exposed to gunfire.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	<b>EFFECTIVE</b>	<b>PAY RANGE</b>
BCI & I Special Agent Supervisor 2	26136AG	47	04/02/2006	16

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u> (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists higher-level investigation administrator in direction, coordination & administration of statewide program for detection, investigation & prosecution of individuals engaged in organized crime (e.g., extortion, drugs, public official corruption, prostitution, theft, gambling) & in direction & coordination of statewide operations of crime scene unit investigation (e.g., rapes, burglaries, homicides), supervises BCI& I special agents &/or BCI& I Special Agent Supervisor 1s & support staff, reviews investigative reports for accuracy & completeness, prepares & delivers briefings to superintendent, Attorney General & law enforcement director, participates in developing &/or in conducting in-service training, crime scene seminars, instruction on specific investigative techniques & latest criminal code decisions which would affect specific investigations, assists in strategic & tactical planning (e.g., manpower allotments, money, equipment necessary to investigation) & recommends policy changes as necessary.

Assumes responsibilities of supervisor in his/her absence; serves as liaison to all law enforcement levels (e.g., all Ohio law enforcement agencies, prosecutors, courts, several federal agencies); assures requests for assistance from law enforcement agencies are properly handled & that service provided is of highest quality; maintains good rapport with prosecutors, local, state & federal law enforcement agencies; participates in &/or completes special projects as assigned by administrator; serves on statewide committees &/or task forces; drafts legislation; assigns manpower & assets to complete projects; reviews data & provides input into committee projects.

Participates in sensitive &/or difficult investigations & provides investigative expertise to assure positive resolution of criminal allegations; plans & coordinates administrative functions of staff (e.g., case reports, monthly reports, clerical procedures) & develops record keeping system for division; participates in internal affairs investigations of departmental employees; coordinates security details for attorney general, key staff members & visiting dignitaries (e.g., President of United States; U.S. Attorney General); prepares reports; writes correspondence to provide &/or obtain information; delivers speeches; plans conferences; recommends policy changes within bureau; recommends legislative changes to Ohio Revised Code; prepares position papers; testifies at county boards & commissions hearings; provides information to general/angry public regarding public corruption issues; conducts search warrants &/or surveillance; responds/resolves riot situations; maintains proficiency in firearms & self-defense; performs all duties as outlined in classification specifications for lower-level special agents on as needed basis.

#### MAJOR WORKER CHARACTERISTICS

Knowledge of criminal investigation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedure; behavioral or social science (e.g., psychology, sociology, criminology); physical or biological science (e.g., chemistry, physics); interviewing; public relations; employee training & development; supervisory principles/techniques; managerial principles/techniques; written communication (e.g., English composition & grammar, technical writing; business communication); oral communication (e.g., speech). Skill in operation & use of pistol (e.g., .38 caliber 2-1/2 inch barreled revolver), shotgun, metal detector, two-way radio, tape recorder, camera. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in collecting data; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

2 yrs. exp. as BCI&I Special Agent Supervisor 1, 26135AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must gualify twice per year in use of firearms (e.g., .38 caliber 2-1/2 inch barreled revolver by scoring 80% or better).

## **UNUSUAL WORKING CONDITIONS**

Requires travel; may be exposed to physical violence.