NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Investigation Supervisor 1	CODE: 26216C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrator or higher-level investigation supervisor, directs investigative operations in assigned district area (e.g., develops & implements procedures, participates in policy development, ensures compliance with applicable federal, state & local laws & rules) & directly supervises lower-level investigators; may also supervise administrative or clerical/secretarial support staff; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (221)	60-80	Directs investigative operations for assigned district (e.g., develops & implements procedures, participates in policy development, ensures compliance with applicable federal, state & local laws & rules) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., lower-level investigators); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision/management, (2) employee training & development, (3) federal & state laws & rules governing assigned area , (4) criminal investigation & law enforcement, rules of evidence &/or investigative methods, practices & procedures, (5) interviewing & effective oral communication, (6) technical writing & case preparation; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) calculate fractions, decimals & percentages, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things, (11) establish friendly atmosphere as supervisor of work unit.
2 123:1-7-17	7-17	Participates in sensitive &/or complex investigations & cases involving court action; testifies in court when necessary.	Knowledge of 3, 4, 5, 6; ability to 7, 10, (12) handle sensitive inquiries from & contact with officials & general public.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May require travel.	1 course in criminal investigation or investigative methods, practices & procedures (or 3 mos. exp.); 1 course in supervision/management (or 3 mos. exp.); 1 course in employee training & development (or 3 mos. exp.); 1 course in rules of evidence (or 1 mo. exp.); 1 course in effective oral communication (or 1 mo. exp.); 1 course in principles of	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	15-21	Supervises maintenance of record-keeping; prepares administrative reports; acts as liaison between unit & other agencies; represents investigative units at meetings; provides information to general public.	Knowledge of 6, (13) public relations; ability to 10, 12.

(222)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* interviewing (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 1 course in technical writing (or 1 mo. exp. preparing detailed technical reports); 1 course in case preparation (or 1 mo. exp.); or equivalent. Plus 12 mos. work exp. as lower-level investigator.	TRAINING & DEVELOPMENT