

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Criminal Identification Investigation Administrator

**SERIES NO.:**  
2615

**MAJOR AGENCIES:**  
Attorney General Only

**EFFECTIVE DATE:**

**SERIES PURPOSE:**

The purpose of the criminal identification investigation administrator occupation is to plan & direct criminal identification programs designed to assist law enforcement officers & agencies throughout state.

Note: Class is designed exclusively for use by Office of Attorney General, Bureau of Criminal Identification & Investigation.

**CLASS TITLE:**  
Criminal Identification Investigation Administrator

**CLASS NUMBER:**  
26156

**EFFECTIVE DATE:**  
06/22/1990

**CLASS CONCEPT:**

The management level class works under administrative direction & requires extensive knowledge of criminal identification investigation programs, policies & procedures in order to direct activities of identification division.

<b>CLASS TITLE:</b> Criminal Identification Investigation Administrator	<b>CLASS NUMBER:</b> 26156	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

06/22/1990

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

Directs activities of Identification Division (e.g., Criminal History Records, Data Conversion, Programming, Technical Fingerprint Classification), analyzes work product & establishes policies & procedures to be used in division, ensures security, confidentiality, accuracy & completeness of manual & computerized criminal history records, plans & direct criminal identification programs designed to assist law enforcement agencies throughout state, develops & implements Ohio Computerized Criminal History (i.e., Ohio/CCH) training program used for authorized terminal operators & maintains training manual used by criminal justice agencies for background & practical training for operators of Ohio/CCH systems, designs & provides training in identification techniques (e.g., National Crime Information Center/CCH systems, modifications & extensions; Henry classification system; specific procedures used in technical fingerprint classification), trains subordinates in courtroom procedures, in presentation of testimony & performs as expert witness when responding to science of fingerprint identification & oversees & coordinates functions & activities of division (e.g., assigns, reviews & evaluates work of section supervisors, evaluates procedures to ensure compliance with all applications of law regarding contents, coding & dissemination of criminal histories & sealing &/or expungement of criminal history files).

Assists director in defining bureau goals & objectives, develops bureau policies & procedures & participates in planning & development of agency-wide policy matters; responds to needs of law enforcement community in confidential matters, provides technical assistance & performs identification services associated with master criminal record & history files, identification of unknown dead, public inquiries to labs, expungements, master fingerprint cards &/or communication & radio section; compiles monthly & annual statistical reports related to number of fingerprints received, classified & searched using Henry classification system, directs daily update & expansion of manual & computerized criminal history records, directs most difficult file searches & fingerprint classifications (e.g., identification of fingerprint charts of unknown dead persons, amnesia victims, individuals with mutilated fingerprint impressions); develops plans to make changes to incorporate new concept (e.g., interstate identification index) into NCIC/CCH systems; continually updates, expands & changes programs & methods to provide more extensive criminal history information to benefit Ohio law enforcement agencies & to facilitate interstate tracking of criminal activity.

Directs distribution of required supplies to law enforcement agencies; maintains liaison with other professional officials regarding all identification matters to include both governmental & private agencies; represents Office of Attorney General at meetings & seminars with law enforcement agencies & general public.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal investigation & identification; agency, state &/or federal statutes, rules, regulations & procedures applicable to crime &/or violations under investigation; criminal history records (i.e., Computerized Criminal History (CCH); communications (e.g., Law Enforcement Automated Data System (LEADS), National Crime Information Center (NCIC), National Law Enforcement Telecommunication System (NLETS); fingerprinting science (i.e., Henry fingerprinting classification); computer programming; public relations; employee training & development; supervisory principles/techniques; management. Ability to deal with some abstract but mostly concrete variables; proofread technical materials, recognize errors & make corrections; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquires from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in each of following (i.e., criminal investigation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crime &/or violations under investigation; criminal history records; communications such as Henry fingerprinting classification system); 6 mos. trg. or 6 mos exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in management.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.