

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

<u>CLASSIFICATION SERIES:</u> Criminal Investigation Administrator	<u>SERIES NO.:</u> 2616
<u>MAJOR AGENCIES:</u> Attorney General Only	<u>EFFECTIVE DATE:</u> 01/09/2005

SERIES PURPOSE:

The purpose of the criminal investigation administrator occupation is to provide investigative & technical support services to all Ohio law enforcement agencies, prosecutors, courts &/or federal agencies & to direct & oversee statewide programs for detection, investigation & prosecution of individuals engaged in organized crime.

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

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Criminal Investigation Administrator	26166	16	01/09/2005

CLASS CONCEPT:

The management level class works under administrative direction & requires extensive knowledge of criminal investigation in order to direct, coordinate & oversee statewide criminal investigation programs & to provide investigative support services to law enforcement agencies & supervise agents & supervisors.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Criminal Investigation Administrator	26166	EX	01/09/2005	16

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.)

Provides investigative & technical support services to all Ohio law enforcement agencies, prosecutors, courts & federal agencies, directs, coordinates & supervises investigative division for statewide program for detection, investigation & prosecution of individuals engaged in organized crime (e.g., extortion, public official corruption, prostitution, theft, gambling, drugs), directs & coordinates all phases of statewide crime scene investigations (e.g., homicides, rapes, suicides, vehicle theft, arson, burglaries), coordinates investigative processes with prosecutors, local, state & federal law enforcement agencies & with divisions within bureau (e.g., identification, laboratory, administration), confers with superintendent &/or law enforcement agencies when initiating covert, long-term drug investigations & tactical planning (e.g., how investigation should proceed, what types of techniques should be used to infiltrate organization or structure, personnel allotments, expenditures, equipment needed), provides field assistance in criminal investigations when necessary, interviews & assesses applicants & recommends qualified selections, evaluates agents & supervisors, authorizes dissemination of case reports, authorizes all written correspondence to outside agencies or individuals, makes administrative recommendations on policy & interprets criminal law in implementing new procedures through subordinates.

Assists director in defining bureau goals & objectives, develops bureau policy & procedures & participates in planning & development of agency wide policy matters; maintains consistent responsibility for strategic & tactical planning involved in long term investigations; performs administrative & management functions (e.g., authorizes confidential funds [i.e., over sum of \$2,000] for operations dealing with drug buys, money for informants & gambling operations, assists in planning budget for personnel, equipment, maintenance & repair, training & travel, approves all purchase requisitions, administers confidential fund & informant file records to ensure adherence to auditing policies, directs all clerical activity, completes monthly activity report, reviews all case files to ensure compliance with policies & procedures) & monitors investigative services for continued quality & conformance.

Formulates, initiates & monitors training programs for new & experienced personnel, coordinates training programs with other division personnel (e.g., laboratory, administrative, identification), assigns continuous training through schools, seminars & professional meetings; evaluates, develops & coordinates with POTA (police officers training academy) formalized training courses (e.g., self-defense, cover & concealment, bureau investigative procedures & forms, public official corruption, crime scene methods, crime scene photography, criminal intelligence information, drugs & organized crime, extortion, prostitution) & with subordinate supervisors conducts bureau in-service training, crime scene seminars, instruction on specific investigative techniques & latest criminal code decisions which could effect specific investigation; maintains proficiency in firearms & self-defense.

Represents office of attorney general & bureau with law enforcement agencies, civic groups & general public; presents investigative & legal viewpoints, explains operations & technical services available & promotes positive & constructive public relations; testifies in state, local & federal courts; provides statistical data to Attorney General, law director & superintendent; provides assistance to administrative personnel regarding labor/management issues; conducts internal affairs investigations for division; oversees all applicant background investigations on new employees to ensure compliance to equal employment opportunities (i.e., EEO) & Americans with Disabilities Act (i.e., ADA); coordinates statewide marijuana eradication program (e.g., schedules helicopters; authorizes spending; maintains liaison with National Guard, Drug Enforcement Agency & county authorities assisting in program; gathers statistical data for statewide distribution).

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); public relations; employee training & development; supervisory principles/techniques; management; budgeting*; written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech); counseling; manpower planning. 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, computer terminal, electronic surveillance equipment, calculator, overhead projector. Ability to deal with some abstract but mostly concrete variables; develop complex reports & position papers; define problems, collect data, establish facts & draw valid conclusions; resolve complaints from angry citizens & government officials; prepare & deliver presentations before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as BCI&I Special Agent Supervisor 2, 26136, 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 (i.e., .38 caliber 2-1/2 inch barreled revolver by scoring 80% or better).

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to patients diagnosed with AIDS; may be exposed to patients with hepatitis; may be exposed to crack houses; may be exposed to prostitution houses.