

STATE OF OHIO ATTORNEY GENERAL CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Environmental Background Investigator Supervisor	SERIES NO.: 2639AG
	MAJOR AGENCIES: Attorney General only	EFFECTIVE DATE: 04/02/2006

SERIES PURPOSE:
The purpose of the environmental background investigator supervisor occupation is to direct, plan and coordinate the background and post-licensing investigations of applicants seeking permits to commercially operate solid, hazardous and infectious waste facilities within Ohio.

At the supervisory level, the position directs background investigations operations, participates in sensitive and/or complex background investigations, prepare administrative reports pertaining to background investigations and supervise background investigators and support staff.

This classification series is restricted for use by the Office of the Attorney General only.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Environmental Background Investigator Supervisor	26395AG	14	04/02/2006

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of business administration, criminal & civil investigative techniques & procedures, federal & state regulations & agency policies pertaining to environmental background investigative operations in order to direct, plan & coordinate background & post-licensing investigations of applicants seeking permits to commercially operate solid, hazardous or infectious waste facilities within Ohio & supervise background investigators & support staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Environmental Background Investigator Supervisor	26395AG	47	04/02/2006	14

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, plans & coordinates environmental background investigation operations for purposes of licensing commercial operators of solid, hazardous & infectious waste facilities; determine investigative priorities; assists in developing & implementing procedures, policies & forms; ensures accuracy, completeness, security & confidentiality of reports; ensures compliance with applicable federal, state & local laws & rules.

Supervises lower-level background investigators & support staff; evaluates, recommends hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment or discipline of lower-level background investigator & clerical staff; responsibly directs their daily work; adjusts their grievances &/or recommends such action; conducts training for all lower level background investigators.

Participates in sensitive &/or complex background investigations, when necessary on persons or business concerns seeking permit, license or renewal of permit or license to operate facility for incineration, composting, sanitary land filling, transfer of solid wastes, for treatment or disposal of infectious wastes, or for storage, treatment or disposal of hazardous wastes, or any combination of these activities, verifying or refuting information submitted on applications & disclosure statements; review all submitted information, researches & studies reports, records & documents to verify accuracy; conducts correspondence to request additional information; gathers documentation; conducts both civil & criminal record checks on sole proprietor & all business concerns for each individual who is officer, director, partner or key employee of individual applicant or permittee; conducts interviews, both personal & telephonically.

Oversees maintenance of all records; reviews & maintain daily, logs, reports, travel & expense records; prepares administrative reports; trains subordinates; acts as liaison between unit & other agencies; attends meetings; testifies in administrative hearings when necessary; other special projects as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration; public relations; research methodology; interviewing principles & techniques; financial analysis; federal & state laws & agency policy & procedures pertaining to criminal & civil investigative operations; solid & hazardous waste terminology; general management principles & techniques; legal terminology; business writing; supervisory principles & techniques; employee training & development*. Skill in operation of personal computer*. Ability to evaluate investigative reports & recognize errors; deal with variety of variables & determine specific action; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare detailed administrative reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in Criminal Justice or related field; 2 yrs. exp. or 2 yrs. trg. in supervisory principles & techniques; 1 yr. exp. performing background, criminal or civil investigations; 1 course or 3 mos. exp. in business writing; valid driver's license.

-Or 2 yrs. exp. performing background, criminal or civil investigations; 2 yrs. exp. or 2 yrs. trg. in supervisory principles & techniques; 1 course or 3 mos. exp. in business writing; valid driver's license.

-Or 12 mos. exp. as Environmental Background Investigator, 26391AG; valid driver's license.

-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:

Travel may be required.