

INVESTIGATOR (EMPLOYEE DISCIPLINE)
(DEPARTMENT OF PROBATION)

Duties and Responsibilities:

Under supervision, reporting to the Department Advocate, the Investigator (Employee Discipline) prepares and executes disciplinary charges and other disciplinary action process notices. All personnel perform related work.

This class of positions encompasses the performance of highly confidential and sensitive investigations and studies concerning the administrative misconduct and incompetency of agency officials or employees; violations of Agency/City rules and regulations, by same, and the development and implementation of plans and programs for the control and prevention of misconduct or incompetent practices, including internal security. There are three Assignment Levels within this class of positions based upon the level of responsibility and/or technical expertise required. All personnel perform related work.

Assignment Level I

Under supervision, with latitude for independent action and decision, performs surveillances, interrogates subjects and witnesses, examines and analyzes employee records. Maintains case records, prepares reports, and analyzes agency records. Makes recommendations as to appropriate action to be taken following investigations. Testifies at hearings. May testify at court proceedings. May work in close coordination with City investigatory agencies. Analyzes and evaluates existing and proposed agency procedures. Conducts security surveys of agency operations and facilities. Develops security plans. Performs training in detection and control procedures to limit misconduct and incompetency to other agency staff.

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Assignment Level II

Under general supervision, with considerable latitude for independent action and decision, performs work as described above in cases requiring a high degree of specialization and/or technical expertise.

Assignment Level III

Under direction, with wide latitude for independent action and decision, may supervise a large unit performing disciplinary investigations. Advises subordinates on difficult matters and interprets rules, regulations, codes and policy for the guidance of the investigating staff. Serves as consultant in the investigation of difficult cases. Plans and coordinates investigations of difficult cases. Plans and coordinates investigation schedules and assignments. Prepares, reviews, evaluates, and acts on all reports and recommendations submitted for administrative action. Supervises training and programs. Conducts highly complex or special investigations. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. A baccalaureate degree from an accredited college in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning, and/or law or related field and two years of satisfactory full time related experience conducting investigations of alleged employee misconduct, interviewing witnesses and taking statements, managing caseloads, analyzing disciplinary procedures and making recommendations for improvement, interpreting rules, regulations and policies, preparing written reports of investigative findings, making presentations, or in a major operational area of the agency in which the appointment is to be made.

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(DEPARTMENT OF PROBATION) (continued)

SPECIAL NOTE:

To be eligible for placement to Assignment Level II or III, individuals must have, after meeting the minimum requirements, one of the following:

- A. A master's degree in criminal justice, forensic psychology or science, industrial and/or organizational psychology, labor relations, public administration, or a closely related field; or
- B. At least two additional years of experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.