Office of Human Resources

Investigator Supervisor – CN1940

General Statement of Duties

The Investigator Supervisor supervises and directs the work and activities of investigators to ensure proper preparation of the caseload for persuasiveness of evidence and potential of case for possible civil or criminal prosecution.

Distinguishing Characteristics

Supervises and directs the work and activities of employees in the Investigator class.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communication & Purpose

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Essential Duties

Reviews all case files and documents to evaluate credibility of evidence, including investigator testimony, and insure all phases of the investigation are complete.

Establishes and maintains effective working relationships with other public and private entities.

Assists management staff with special projects.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.
Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

By position, actively participate on the Department’s emergency preparedness and response team(s) to support meeting the Department’s public health and environmental responsibilities outlined in the City’s Emergency Operations Plan.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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<th>Competencies</th>
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<td>Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.</td>
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<td>Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.</td>
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<td>Influencing - Collaborates with, persuades and influences others.</td>
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<td>Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.</td>
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<td>Problem-Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.</td>
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<td>Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.</td>
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<td>Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.</td>
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<th>Knowledge &amp; Skills</th>
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<td>Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.</td>
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Knowledge of legal research techniques and civil investigation procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information and formulate logical recommendations.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

**Education Requirement**

Bachelor’s Degree in Criminal Justice, Business Administration, Public Administration, Political Science or a related field.

**Experience Requirement**

Two (2) years of professional experience at the level of senior investigator conducting either comprehensive investigations of complex criminal and civil cases or comprehensive investigations of complex medical or forensic cases.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, medicolegal death investigator certification by the ABMDI.

**Working Environment**

Subject to many interruptions. 
Pressure due to multiple calls and inquiries. 
Potential exposure to patient elements. 
Potential exposure to toxic chemicals. 
Potential exposure to unpleasant elements (accidents, injuries and illness).

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position. 
Sitting: remaining in the normal seated position. 
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another. 
Carrying: transporting an object, usually by hand, arm or shoulder. Pushing: exerting force upon an object so that the object is away. Pulling: exerting force on an object so that it is moving to the person. Balancing: maintaining body equilibrium to prevent falling over. 
Reaching: extending the hand(s) and arm(s) in any direction. Handling: seizing, holding, grasping, or otherwise working with fingers. 
Fingering: picking, pinching, or otherwise working with fingers. 
Walking: moving about on foot.
Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth perception: ability to judge distance and space relationships. Field of vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus. Color vision: ability to distinguish and identify different colors.

**Background Check Requirement**

- Criminal Check
- Employment Verification
- Education Verification

**Assessment Requirement**

- Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

- Pay Grade: N-812
- FLSA Code: Y
- Management Level: 7
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 7/17/2019
- Revised By: Ryland Feno
- Class History:
  - 7/17/2019 – Added emergency response language to essential duties.