

## INVESTIGATION SUPERVISOR

### KIND OF WORK

Complex supervisory investigative work.

### NATURE AND PURPOSE

Under limited supervision, supervises subordinate staff engaged in the conduct of difficult and sensitive investigations; performs related work as required.

### DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Investigator, Senior designation by the presence of true supervisory authority.

### OPTIONS:

None.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Documents the performance of subordinate staff; provides performance feedback; formally evaluates the work of staff; provides reward and recognition for proper and effective performance; arranges staff training and development opportunities; documents causes for disciplinary action; initiates disciplinary actions; responds to formal and informal employee grievances.

Develops or modifies work plans, methods and procedures of subordinate staff; determines work priorities; develops work schedules of staff; provides work instruction and technical guidance to staff regarding unusual or difficult work assignments.

Resolves work problems encountered during daily operations; determines solutions; promotes teamwork; informs staff of relevant business issues.

Writes investigative reports based on the information gathered during the investigative process; reviews investigative reports of subordinate staff to ensure legal compliance and completeness.

Responds to inquiries regarding pending or completed investigations.

Participates in the development of policies and procedures regarding investigative activities.

Performs special assignments, other duties and projects as assigned.

### KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of effective employee supervision.

Investigative practices and techniques.

Legal research techniques.

Case preparation methods.

Skill in:

Communicating effectively both orally and in writing.

Reviewing work for accuracy and completeness.

Ability to:

Supervise the work of others.

Review and evaluate investigations completed by subordinate staff.

Establish and maintain effective working relationships with managers, supervisors, subordinate staff, external public agencies and organizations, businesses and the general public.

Handle routine and sensitive inquiries from and contacts with complainants, respondents, witnesses, alleged violators and other entities.

Conduct in-depth fact-finding interviews.

Perform research in gathering data for investigations.

Apply existing policies, procedures and guidelines to the investigative process.

Identify and analyze problems; use sound reasoning to reach conclusions; and find alternative solutions to complex problems.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

May require possession of a valid Minnesota state driver's license.

May require POST certification.

SPECIAL WORKING CONDITIONS

Work is performed primarily in a traditional office environment. Ability to perform prolonged standing or sitting, pushing, pulling, balancing, reaching, handling and walking. Ability to perform repetitive motion and eye/hand/foot coordination. May be required to lift and carry items weighing up to 15 pounds.

Est.:

Rev.: 9/2015

T.C.:

Former Title(s):