



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SPECIAL INVESTIGATIVE AGENT MANAGER

Job Number: 20001916  
Job Code: 98980V150416  
Job Group: 9800 - LAW  
Job Established: 01/16/2006  
Job Revised: 04/16/2015

|           |   |                               |
|-----------|---|-------------------------------|
| Grade: 16 | Salary (MIN - MID):                             | <b>Special Entrance Rate:</b> |
|           | \$21,870-\$28,972 - Hourly                      | NONE                          |
|           | \$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary | NONE                          |
|           | \$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary   | NONE                          |

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under statutory authority provides overall management for all investigations within an investigative branch and conducts administrative, civil, and criminal investigations to prevent, identify, and eliminate fraud, waste, abuse, and mismanagement. Write in-depth investigative reports with recommendations to appropriate administrative and prosecutorial agencies for potential administrative, civil, and/or criminal action; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have six years of experience in the field of investigation.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in the field of investigation will substitute for the required education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license prior to appointment in this classification. Must maintain a valid driver's license for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides overall management for all investigators and investigations within the investigative branch and conducts the most complex, in-depth and sensitive investigations, as assigned by an agency head or designee, through the use of standard investigative and interviewing techniques. Plans, organizes and coordinates all investigations. Interviews employees, managers, executives, contractors, vendors, citizens, and public officials to determine facts and to analyze facts to conclude whether or not departmental policies and procedures have been followed or if Kentucky Revised Statutes have been violated. Formulates policies and procedures with reference to security of equipment, funds, investigative protocol an overall branch management. Investigates serious accidents involving agency equipment and/or personnel to determine if policy, procedural, or criminal violations were involved and reports to agency head. Summarizes investigative findings in standardized report documents or through specialized narrative reports. Makes a formal recommendation as to the results of the investigation as required. Maintain current knowledge of general policy, procedures, regulations, and statutes. May testify in judicial, administrative or Personnel Board hearings as required. Works with and assists other law enforcement agencies through conducting joint investigations, surveillance, and search warrants. Attend specialized training sessions and conferences as required. Interact with cabinet personnel, law enforcement agencies, and the general public. Provides guidance and training to investigative staff as directed.

**UNIQUE PHYSICAL REQUIREMENTS:**

Carrying heavy equipment may be required.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions include normal office work as well as field work. Travel throughout the state may be required to conduct interviews and to obtain information and evidence. Onsite reviews of material, interviews, and surveillance may be required. Overnight travel and working irregular hours may be required. Working outdoors for extended periods and working in all types of weather may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*