

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS INVESTIGATIONS PROGRAM ADMINISTRATOR

POSITION CODE: 09799

Effective: 01-01-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans and coordinates the investigations program throughout the entire state. Through subordinate supervisors, coordinates the activities of a staff conducting investigations of high level employees, executive personnel or officials; reviews final investigative reports; develops program budget; develops policies and procedures for administrative staff; implements policies and procedures for the program; implements data management procedures; serves as full line supervisor; collaborates with the State's Attorneys office and acts as liaison with other law enforcement agencies and prepares investigations and case documentation for prosecution; implements program review studies, compiles information and prepares special reports for management.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, coordinates and directs the activities of a staff that conduct investigations typically involving high level employees, executive personnel, or officials who are alleged, suspected, or accused of violating the law, or of misconduct or other covert acts affecting the integrity of the agency, or are detrimental to the agency's operations or affect the safety of agency employees; develops new strategies to improve program function; participates in the development of program long term and short term goals; recommends policy and procedure changes to management; executes, controls, and evaluates the overall handling of internal investigations; establishes priorities among assignments, establishes times of completion and caseload limits; monitors output in order to ensure adequate work flow and quality of work products and services; identifies and discusses program projects, problems and issues with management.
2. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
3. Serves as a liaison with appropriate law enforcement agencies on a local, state or federal level to provide expertise in resolving complex investigative issues and maintain ongoing cooperative communications; works with the State's Attorneys office to prepare cases for prosecution; serves as liaison with Illinois State Police and the Executive Inspector General and provides assistance to these agencies in accordance with agency policies and procedures.

4. Monitors and maintains statistics, information and file documents; monitors the case management activities of subordinate supervisors and ensures the protocols are in place to enter and track appropriate information in the agency's data management systems; reviews all final investigation reports; provides expertise to staff in resolving various investigative issues.
5. Conducts special investigations of a heightened controversial or sensitive nature at the request of management; implements studies of program evaluation; gathers information appropriate for training staff and implementing new policy to deter repeat occurrences of cases warranting special or confidential investigation activities; compiles information and prepares special reports on administrative issues for management.
6. Directs and requisitions the procurement and maintenance of office equipment, supplies and state vehicles; plans for the effective and efficient utilization of program resources.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework on law enforcement or corrections.

Requires prior experience equivalent to three years of progressively responsible professional experience in law enforcement.

Requires successful completion of an approved firearms qualification course.

Knowledges, Skills and Abilities

Requires extensive knowledge of Illinois state statutes, rules and regulations concerning conflicts of interest and malfeasance of office.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of the function and interrelationship of state agencies.

Requires extensive knowledge of agency policies and procedures.

Requires ability to meet the established standards set for the annual firearms range qualification required of peace officers.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to develop and maintain cooperative working relationships.

Requires possession of a valid Illinois state firearm owners identification card.