

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SUPERVISING VEHICLE TESTING COMPLIANCE OFFICER

POSITION CODE: 43680
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs supervisory work of an investigative and enforcement nature in obtaining compliance with applicable provisions of the Illinois Vehicle Code; schedules, directs and coordinates activities of a group of investigators and may participate in complex investigations of complaints, irregularities or alleged violations of safety testing provisions of the Vehicle Code.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, directs and coordinates the activities of Vehicle Code Enforcement Officers; assigns cases for investigation with instructions and orientation concerning type and nature of investigation indicated; establishes deadlines for completion or rendition of status reports.
2. Maintains close contact with investigators in ongoing field cases, evaluates progress and advises as to sufficiency of facts being gathered; assists in field or report preparation phases of investigations as needed.
3. Supervises the preparation of complex reports of investigation; advises field officers as to sufficiency of corroborative material and provides advice concerning conclusions and recommendations in difficult cases.
4. Reviews written investigation reports covering all cases; prepares written brief or delivers oral evaluation of facts and recommendations in each case; recommends disposition of cases as indicated by material contained in report of investigation; exercises power as a police officer.
5. Holds periodic meetings and training sessions with field investigating officers; issues oral or written instructions covering report preparation, interviewing techniques or other investigational procedures.
6. Keeps superiors advised as to status of individual cases under investigation; recommends disposition of cases as appropriate; appears at hearings and provides corroborative material as appropriate.

SUPERVISING VEHICLE TESTING COMPLIANCE OFFICER (Continued)

7. Interviews applicants for field investigation or field inspector work; prepares performance ratings on regular staff; recommends personnel actions such as promotion, transfer, pay changes, etc., as appropriate.
8. 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 either:

- a. Completion of four years high school plus four years experience in law enforcement work or related area.

OR

- b. Completion of two years college plus two years experience in law enforcement work or related area.

Knowledges, Skills and Abilities

Requires thorough knowledge of investigative methods of interviewing, observation, interrogation and record analysis.

Requires thorough knowledge of methods and techniques of investigation.

Requires extensive knowledge of rules of evidence and quasi-judicial procedures such as hearings.

Requires extensive knowledge of law enforcement and public relations techniques.

Requires ability to supervise or complete investigations of a complex and difficult nature.

Requires ability to exercise mature judgment and discretion in analyzing and evaluating evidence.

Requires ability to prepare comprehensive reports of findings and to draw therefrom-logical conclusions for case disposition.

Requires ability to supervise, direct and train employees in investigatory and enforcement techniques.

Requires willingness to travel and work irregular hours when appropriate.

Requires ability to maintain satisfactory working relationship in all personal contacts.

Requires possession of an appropriate valid driver's license.