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Modified Effective: May 5, 2002
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STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SPECIAL AGENT IN-CHARGE

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Special Agent In-Charge positions found in the Department of Justice, Division of Criminal Investigation. Positions allocated to this classification function either as: (1) a first line supervisor over a specialized staff of Special Agents in a regional office; (2) a technical supervisor over a specialized staff of Special Agents or staff of the Wisconsin Statewide Intelligence Center; or (3) a Task Force Commander. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional supervisory or managerial positions located within the Division of Criminal Investigation within the Department of Justice. In order for a position to be classified as a Special Agent In-Charge, the position must (1) perform work of a supervisory nature as defined in s. 111.81(19), Wis. Stats., or perform work of a management nature as defined in s. 111.81(13), Wis. Stats., **and** (2) require certification as a law enforcement officer with the authority and responsibility to detect and prevent crime and make arrests for crimes related to the responsibilities of the Department of Justice.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor or management as defined in s. 111.81(19) or (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Supervisory or management positions involved in law enforcement activities in agencies other than the Department of Justice.
3. Supervisory or management positions which do not require certification as a law enforcement officer by the Law Enforcement Standards Board.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

SPECIAL AGENT IN-CHARGE

Positions in this classification are identified in the following allocation patterns: (1) First-Line Supervisors, (2) Technical Supervisors, (3) Task Force Commander.

First-Line Supervisors: Provide supervision to assigned special agents in a regional office and direct criminal investigative activities, provide liaison with other state, local and federal law enforcement agencies and prosecutors' offices; provide classroom instruction to departmental investigative personnel and other law enforcement groups at recruit, in-service and specialized training seminars; and provide advice/counsel and function under the general supervision of an Criminal Investigation Director.

Technical Supervisors: Supervise assigned special agents and direct investigative support services of a statewide nature within the Division of Criminal Investigation regarding the use of technical and electronic surveillance and investigative support equipment or activities within the Wisconsin Statewide Intelligence Center; and may supervise/direct activities for other special investigative or related investigative support programs and function under the general supervision of a Criminal Investigation Director.

Task Force Commander: Promulgate and/or enforce office or task force policies and procedures; direct criminal investigative activities; oversee the work assignments and activities of all law enforcement officers assigned to the task force; apply for, implement, monitor and manage grant funds necessary to operate the task force; regularly report on the achievement of task force goals and objectives, outcomes, budgets and personnel matters; provide liaison and coordinate investigative activities with other state, local and federal law enforcement agencies and prosecutors' offices; and provide advice/counsel and function under the general supervision of a Criminal Investigation Director.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Prior to achieving permanent status in class, must meet the Wisconsin Law Enforcement Standards Board recruit requirements for Certification as a Law Enforcement Officer.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 14, 1997, and announced in Bulletin CC/SC-73 to describe positions which function as law enforcement supervisors at the Department of Justice. This classification was created as a result of the Professional Program Support Personnel Management Survey and affects positions located at the Department of Justice. Creation of this classification also resulted in the abolishment of the Special Agent Supervisor classification, also announced in Bulletin CC/SC-73.

This classification specification was modified effective May 5, 2002, and announced in Bulletin MRS-SC-138 to add an allocation for the Task Force Commander at the Department of Justice. This classification specification was further modified effective July 13, 2003, and announced in Bulletin MRS-SC-164 to reflect organizational changes at the Department of Justice due to a reorganization.

This classification specification was modified effective July 5, 2009, and announced in Bulletin OSER 0244-CLR-SC to delete an allocation for the Administrative Officer and to reflect organizational changes within the Department of Justice due to reorganization.

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