

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CRIMINAL INVESTIGATION DIRECTOR

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 positions which manage the performance of professional criminal investigative work. This classification includes professional supervisory and managerial positions which investigate crimes and enforce laws relating to the program responsibilities of the Department of Justice and the Wisconsin Gaming Commission. 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

To be included in this classification, the position must (1) perform work of a managerial nature as defined in s. 111.81(13) Wis. Stats.; (2) perform work of a supervisory nature as defined in s. 111.81(19), Wis. Stats., and (3) require certification as a law enforcement officer and have 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. DEFINITIONS

This is managerial and supervisory work directing a law enforcement program in the Division of Criminal Investigation (DCI). Positions allocated to this class function as bureau directors and law enforcement officers having responsibility for administering one of the following statewide specialized law enforcement program: (1) Administrative Services [Technical Services/Evidence, Cold Cases, Office management, management and direction of staff inspections and internal affairs investigations]; (2) Field Operations [Arson, Special Assignments, Financial Crimes, Public Integrity, Narcotics Enforcement]; (3) Gaming; and (4) Investigative Services [Wisconsin Statewide Intelligence Center, Cyber Crimes/Computer Evidence]. Any of these positions may also serve as the Deputy Fire Marshall and/or Deputy Administrator of the Division of Criminal Investigation. Managerial responsibilities include budget preparation, policy development and implementation, program planning and evaluation, supervision of certified law enforcement personnel, and the coordination of bureau activities within the framework of divisional or departmental programs and policies. Supervision is received from the Administrator of the Division of Criminal Investigation, and the work is reviewed through conferences, reports and evaluation of program effectiveness.

III. QUALIFICATIONS

The qualifications 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 final appointment, must meet the Wisconsin Law Enforcement Standards Board recruit requirements for Certification as a Law Enforcement Officer.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective June 26, 1994, and announced in Bulletin CC/SC-20 to describe positions which function as bureau directors and law enforcement officers at the Department of Justice. This classification specification was 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 reflect organizational changes at the Department of Justice due to reorganization.

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