

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PUBLIC DEFENDER INVESTIGATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions that perform professional investigation work within the Office of the State Public Defender. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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

This series encompasses professional investigative work in the Office of the State Public Defender. Duties include planning and conducting investigations including felony, misdemeanors, juvenile revocations, commitment and other cases; identifying legal issues; obtaining, evaluating and presenting evidence; locating, interviewing and interrogating witnesses; and preparing legal documentation. Positions may be assigned duties which might be identified in other classifications, but those duties would not comprise a majority of the positions’ work time.

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C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which require certification as a law enforcement officer as a condition of employment and are more appropriately classified as Police Officers, State Patrol Troopers, State Patrol Inspectors, Conservation Wardens, Excise Tax Agents or Special Agents.
2. Positions which perform, for a majority of the time, investigative work in regulation compliance or inspection more appropriately classified as Animal Health Inspector, Boiler Safety Inspector, Consumer Specialist, Elevator Safety Inspector, Flammable Combustible Liquids/Product Inspector, Food Safety Inspector, Meat Safety Inspector, Migrant Labor Inspector, Mining Safety Inspector, Occupational Safety Inspector, Produce Inspector, Regulation and Compliance Investigator or Weights and Measures Inspector.
3. Positions that are not located in the Office of the State Public Defender.
4. Supervisory, confidential, or management positions as identified in 111.81, Wis. Stats.
4. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series at the Public Defender Investigator level by competitive examination. Progression from the Public Defender Investigator level to the Senior level will be based on meeting prescribed standards of performance, attainment of specified on-the-job training and experience requirements and demonstration of the ability to independently perform the most complex criminal investigations. Although there is no limit to the number of employees at the Senior level, it is not intended to be attained automatically and some employees may not achieve this level if unable to satisfactorily demonstrate the ability to perform the most complex criminal investigations.

## II. DEFINITIONS

### **PUBLIC DEFENDER INVESTIGATOR**

This classification is used as an entry level progressing to an objective level for positions that perform investigative work in the Office of the State Public Defender. Work is performed under close progressing to general supervision provided by higher level investigators or supervisors.

### **PUBLIC DEFENDER INVESTIGATOR - SENIOR**

The is senior level professional work performing the full range of criminal investigations under administrative direction. Work at this level is distinguished from the objective level by the employee's ability to independently conduct the most complex investigations. Work is performed under general supervision.

### **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.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created in March of 1984. A Public Defender Investigator (PDI) Study was implemented effective June 9, 1996, by abolishing the PDI 1 level, abolishing the PDI 2 level and creating PDI-Entry (to reflect actual recruiting practices), abolishing the PDI 3 level and creating PDI-Objective and abolishing the PDI 4 level (Advanced/Lead) and creating PDI-Senior. The Senior level was written to exclude those employees not assigned or unable to satisfactorily conduct the most complex investigations. Pay range reassignments were also part of this study.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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