

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**SPECIAL AGENT
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located within the Department of Justice which perform professional criminal investigative work. 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 series are professional positions located within the Department of Justice which perform professional criminal investigative work. Positions investigate crimes which are statewide in nature, importance or influence such as arson, gaming, child pornography, homicides, antitrust violations, financial crimes, organized crime, public corruption, vice or narcotics. In addition, these positions may assist local or federal law enforcement agencies on cases such as complex murders, multi-jurisdictional theft or fraud or high-level drug enforcement and investigation. To be included in this series, the position must 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 series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Law enforcement positions which principally enforce laws related to highway safety and preservation. Such positions are allocated to the State Patrol Inspector or Trooper classification series.
3. Law enforcement positions which principally enforce laws related to personal and property safety on state facilities. Such positions are allocated to the Police Officer classification series.
4. Law enforcement positions which principally enforce laws related to natural resources and environmental laws. Such positions are allocated to the Conservation Warden classification series.
5. Law enforcement positions which principally enforce laws related to excise tax on alcohol, tobacco and controlled substances. Such positions are allocated to the Excise Tax Agent classification series.
6. Investigative positions principally involved in enforcement of civil or criminal violations where the duties and responsibilities of the position do not require certification as a law enforcement officer and where the position does not have or exercise arrest powers.
7. Positions principally involved in the security of facilities and persons and not enforcement of criminal laws. Such positions are allocated to the Security Officer classification series.
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this series will be by some form of competitive examination. Most positions will be filled at the Special Agent level. Some positions will remain classified as Special Agent as an objective level. After meeting requisite training, experience and performance standards, movement to the Special Agent - Senior level will be by reclassification and only after the employee has clearly and consistently demonstrated the knowledge, skills and abilities to conduct the most complex and sensitive investigations, utilizing a full range of investigative techniques.

II. DEFINITIONS

Positions at all levels in this classification series conduct or assist in conducting criminal investigations that are statewide in nature, importance or influence or conduct arson investigations as a Deputy State Fire Marshal. Positions may work in one or more specialized areas which might include Arson, White Collar Crime, Gambling, Drugs, General Investigations, Homicides or other comparable specialty area within the Department of Justice. Duties at all levels include performing investigation functions such as interviewing, interrogating, serving warrants, searching places and persons, arresting defendants, conducting surveillance, preparing detailed investigative report, appearing as a witness in court, and serving as a liaison with and providing training to other law enforcement officials at local, state and federal levels.

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Positions work under close progressing to general supervision. This classification is used as an entry progressing to an objective level. The emphasis of entry level work is on learning the specific law enforcement responsibilities of a specialty area and the general law enforcement responsibilities of the Department of Justice. The emphasis of functions is on the learning of specific policies, procedures, techniques and assisting higher level agents in conducting investigations. As employes progress within this level, they become involved in planning and conducting criminal investigations utilizing basic investigative techniques, methodologies and approaches.

Positions allocated to this classification as an objective level conduct a full range of investigative services typically in one of the recognized specialty areas. Positions are responsible for initiating, planning and conducting criminal investigations utilizing all but the most complex investigative techniques, methodologies and approaches. This includes the responsibility to perform as liaison with and provide instruction to law enforcement personnel.

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This is senior level work independently conducting or leading investigations of the most complex and sensitive nature which are often multi-jurisdictional, or of a statewide or interstate scope. Positions at this level demonstrate leadership skills and are responsible for planning, conducting and coordinating independent investigative efforts or those of a team of law enforcement personnel (both internal and external to the department) utilizing the most complex investigative techniques, methodologies and approaches. This also includes responsibility to perform as liaison with and provide instruction to law enforcement personnel. Agents at this level are considered experts in their field and are relied on by other law enforcement officials for the planning and conduct of sophisticated investigations. Work at this level is performed under general supervision.

III. QUALIFICATIONS

General. 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.

Special. 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 was created effective April 9, 2000 and announced in Bulletin CLR/SC-110 to describe professional positions located within the Department of Justice which perform professional criminal investigative work.

