

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ADMINISTRATOR, DIVISION OF CRIMINAL INVESTIGATION

I. DEFINITION

This is highly responsible administrative work managing all activities of the Division of Criminal Investigation of the Department of Justice. The position allocated to this class is responsible for administering all law enforcement investigative functions of the Division of Criminal Investigation and also functions as the State Fire Marshal. Divisional investigation programs include: narcotics and vice, arson, financial or white-collar crime, general investigations, or others determined comparable. This position plans and directs the implementation of departmental policies, regulations and directives as they pertain to the Division. Work is reviewed through an assessment of overall program effectiveness.

Note: The position allocated to this class has the same general police powers as are conferred upon "peace officers."

Examples of Work Performed:

- Plans, organizes, coordinates, reviews, evaluates, and makes decisions upon difficult technical and administrative problems concerning Bureaus within the Divisions
- Determines appropriate techniques to be used in specific investigations; coordinates activities of the various Bureaus in cooperation with the local authorities on surveillances, arrests, and raids; advises the Attorney General in regard to investigative activities; makes recommendations on specific investigations.
- Reviews in detail, methods of operation and makes changes in investigative methods and objectives of the Division.
- Advises the Attorney General when other persons in the Department of Justice and other state agencies and local agencies should be contacted regarding specific investigations.
- Recommends changes in laws administered by the Division to more effectively deal with the problems faced by the Division and other law enforcement agencies.
- Advises the Attorney General on crime trends in the state and utilized personnel from various Bureaus to meet difficult and complex investigative problems; informs the Attorney General on all current developments regarding narcotics and vice, arson, financial or white-collar crime, general investigations or other comparable areas that are statewide in nature, significance and influence.
- Maintains close working relations with police chiefs, sheriffs, federal law enforcement agencies and other state agencies.
- May develop and evaluate recommendations for the establishment and revision of legislation.

II. QUALIFICATIONS

The qualifications required for this classification level will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.