



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Youth Authority

Facility/Operational Area: Central Office

☐ New

☒ Revised

This position is (Service Type):

☐ Classified (C)

☐ Unclassified (U)

☐ Executive Service (Z)

☐ Supervisory

☐ Non-Supervisory

☒ Management Service (X)

☒ Mgmt Svc - Supervisory (MMS)

☐ Mgmt Svc - Managerial (MMN)

☐ Mgmt Svc - Confidential (MMC)

## SECTION 1. POSITION INFORMATION

a. Classification Title: Investigations Manager 2

b. Classification No: X7394

c. Effective (Established) Date: 07.01.2011

d. Position No: 0106001

e. Working Title: PSO Inspector General

f. Agency No: 41500

g. Section Title: Professional Standards Office

h. Budget Auth No: 000976090

i. Employee Name:

j. Union Repr. Code: ☐ AFSCME (ACC)

☐ SEIU (OXNI)

k. Work Location (City/County): Salem / Marion

☐ SEIU (OAI)

l. Supervisor Name: Mike Tessean

m. Position: ☒ Permanent

☐ Seasonal

☐ Limited Duration

☐ Academic Year

☒ Full-Time

☐ Part-Time

☐ Intermittent

☐ Job Share

n. FLSA: ☒ Exempt  
☐ Non-Exempt

If Exempt: ☒ Executive  
☐ Professional  
☐ Administrative

o. Eligible for Overtime: ☐ Yes  
☒ No

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

☒ Yes ☐ No

**ORS 238.005(19)(t)** Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

☐ Yes ☒ No

**ORS 238.005(19)(u)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18<sup>th</sup> birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 1016 staff and operate with a biennial budget of approximately \$560 million Total Funds, of which approximately \$475 million is General Fund.

## SECTION 2. PROGRAM AND POSITION INFORMATION

**a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The Professional Standards Office (PSO) serves as the agency's investigation branch to ensure agency compliance with federal and state laws, administrative rules, policies and procedures, and to bring resolution to reported misconduct and criminal activity within the agency. PSO coordinates the agency's complaint process by receiving, tracking, reviewing, investigating and following through on complaints against the agency, its employees, or contractors; with priority being placed on complaints dealing with youth safety issues.

Through its investigative process, the OYA PSO is also responsible for supporting and coordinating the administration of the Prison Rape Elimination Act (PREA) Program which is a federally mandated corrections-based law, security threat coordination and the administration and management of youth escape prevention and return-to-custody operations. The PSO assists with the agency's operational functions and policy management systems by conducting investigations, reviews, research, surveys and other forms of data collection in order to assist executive management staff with the evaluation of organizational structure and systems for effectiveness.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"**

The Manager of PSO directs and leads the operations and policies of the agency's Investigation branch, Including the decision-making process and scope of corrections-based facillly operations. This position develops and implements short- and long-range polcy planning and analysis that carries statewide programmatic end public policy impact on state juvenile corrections in Oregon. Acts directly and makes decisions on corrections safety and security operations for youth offenders, employees, contractors, volunteers and the public.

Contribute and promote a positive work environment that enables all employees to contribute to their fullest potenllal free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Recognize value of individual and cultural differences, and create a work environment where Individuals differences are valued.

### SECTION 3. DESCRIPTION OF DUTIES

*Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:*

*Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.*

**List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.**

**Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

| % of Time | N/R/NC | E/NE | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|--------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50%       | NC     | E    | <p>Details plans for the long-range Implementation and administration of PSO to inspire effective and efficient resource development and utilization. Oversees and directs the daily operation of the PSO through clearly articulated objectives, goals, operating methods, rules, policies and procedures.</p> <p>Manages and monitors budgeted resources for personnel, services, equipment and supplies of PSO. Assigns and directs agency resources to ensure investigative protocols are in accordance with applicable laws and rules.</p> <p>Oversees the Deputy Chief Investigator and all PSO staff and the agency's investigation process that includes receiving, tracking, reviewing, investigating (or ensuring an investigation takes place) and the follow through of complaints against the agency, its employees, or contractors; with priority being placed on complaints dealing with youth safety Issues. Maintains electronic database and complaint tracking system through subordinate staff evaluative systems of analysis.</p> |

| % of Time | N/R/NC | E/NE | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|--------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |        |      | <p>Responsible for the oversight, review, tracking and retention of mandatory child abuse reporting by all OYA staff. Responsible for the retention of reports and other Information regarding investigations and reviews performed by the PSO.</p> <p>Reviews and approves all investigations and Incident reviews submitted by PSO staff to ensure consistent investigation and notifications. Follows up with youth as part of agency's administrative review and closure.</p> <p>Review staff recommendations for referral of investigations to other entities when applicable (e.g., OYA Human Resources, Oregon State Police, etc.). Overseas plan of inquiry, scope, schedule and direction of inquiry. Confer with law enforcement agencies, if required, to identify additional evidence or information needed or to coordinate the investigation. Track and review results of investigations conducted by other agency staff.</p> <p>Provides an oversight function of the agency by providing administrative review of critical Incidents, use of force action, suicide/attempted suicide review. Participating in and lead multi-agency or high-profile investigations. Investigates either independently or jointly with law enforcement agencies when appropriate. This position also serves as Chief Investigator into youth offender complaints and grievances, and youth / child abuse reports and allegations. Frequent (daily/ weakly)</p> <p>interaction with youth offenders in the course of investigating and reviewing youth safety and close custody issues, and other juvenile related issues, e.g., systems, procedures and methodologies employed by a juvenile corrections-based organization.</p> <p>This position has the authority to investigate all levels of OYA, including the Director and Deputy Director. Document the investigation through written reports sufficient for use in a trial. Testifies as necessary provides consultation to appropriate internal and external OYA partners.</p> <p>Develops and oversees clearly articulated training protocols provided for staff, contractors and partners, development and training in collaboration with the Oregon Juvenile Justice Training Academy (OJJTA) and stakeholders (e.g., PREA and New Employee Orientation).</p> <p>Directs and overseas interviewing, selecting and training assigned staff. Makes hiring, transfer and promotional decisions in support of the agency's goals and objectives including development, rotational and/or training opportunities for all employees.</p> <p>Reviews and coordinates the overall work of assigned staff and provides direction and redistribution of work. Identifies potential risks and difficulties and designs strategies to mitigate or avoid them. Evaluates staff performances, determines the need for coaching and initiates disciplinary action when needed to ensure adequate and competent staff. Overseas development of performance indicators as part of the performance management process. Actively mentors' staff in skill building and professional development. Develops short-and long-term goals for the PSO staff.</p> |
| 25%       | R      | E    | <p>Assists the agency Director in short-and long-range strategic planning through developing both facility and parole/probation policy, establishing program goals, objectives and priorities. Directs the implementation and adherence of rules, policies and operating procedures which has an agency-</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| % of Time | N/R/NC | E/NE | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------|--------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |        |      | <p>wide impact. Ensuring that policy and practices are aligned and are consistent with national standards, federal law, Oregon law and administrative rules, and OYA policies, procedures and protocols. Develops short-and long-term goals and develops performance measures.</p> <p>Identifies problematic areas or practices and works collaboratively with managers and administration of each OYA facility and parole/probation office to implement statewide operational, policy, rule and legislative changes.</p> <p>Provides consultative advice to the Director, Cabinet (the agency's executive management team) and senior management to present investigative findings, program needs and agency progress. A resource to senior management and agency personnel for technical assistance and training in the detection, prevention and disposition of noncompliance with agency rules, policies, procedures and governing statutes.</p> <p>Leads various advisory groups comprised of agency staff and outside stakeholders to address operational, policy and procedural changes.</p> <p>Collaborates with the Governor's Youth and Family Advocate to manage investigations, resolve complaints, and track outcomes to promote safe environments for our youth.</p> <p>Coordinates and leads planning initiatives. Leads and serves on committees responsible for oversight of OYA functions such as training development, information systems security and rule/policy development.</p> <p>Drafts legislative proposals, reviews and tracks state legislation, prepares testimony, analyzes bills and proposes amendments to pending bills</p> |
| 25%       | R      | E    | <p>Develops and promotes positive agency relationships within federal and state governments, and law enforcement agencies. Serves as the OYA liaison to the Oregon State Police local law enforcement agencies federal law enforcement agencies and the Department of Human Services (ODHS).</p> <p>Assists the Assistant Attorney General assigned to the agency in preparing for and conducting administrative appeals and civil litigation Involving OYA investigative resources. Testifies in administrative hearings, criminal proceedings and civil actions as needed.</p> <p>Works with OYA management and other criminal justice entities (Department of Corrections; district attorneys; Community Corrections; Office of Homeland Security; Criminal Justice Commission local, state and federal law enforcement authorities; the Governor's Office; etc.) to develop and implement statewide plans of action. Represents the agency in local, state, regional and national forums.</p> <p>Leads the agency in meeting the needs of OYA, other state agencies and external law enforcement in the areas of investigations, PREA and related projects. Monitors and evaluates the effectiveness of these programs with internal and external staff; effectively recommends redistribution or available resources, as needed, to meet changing needs.</p> <p>Assists other criminal justice agencies by coordinating investigative assistance and obtaining information or documents controlled by or accessible to OYA staff or youth.</p>                                                                                                            |

| % of Time | N/R/NC | E/NE | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|--------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ongoing   |        | E    | <p>Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's AA plan goals and objectives. Develop/implement strategies to meet goals &amp; objectives; report annual efforts and trends along with successes and/or accomplishments during the period.</p> <p>Review hiring, transfers, promotional, developmental / rotational or training practices and procedures to identify and remove barriers in the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach the agency's goals and objectives.</p> <p>Make hiring, transfer and promotional decisions in support of the agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill building and professional development.</p> <p>Promote/foster a positive work environment within agency programs concerning EEO, AA, Diversity, and cultural competencies by ensuring employees are aware and follow agency policies and procedures and address work-related Issues and/or concerns Immediately and take appropriate action If necessary.</p> <p>Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.</p> <p>Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) Information is properly displayed on the appropriate boards at the worksite(s).</p> |
| 100%      |        |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

All OYA locations are tobacco-free environments.

Regular travel with possible overnight stays throughout the state,

Working the hours necessary to perform the duties of this position, with irregular and long hours on a regular basis.

Frequent and on-going contact with youth offenders and their families who may exhibit hostile and/or assaultive behavior. This position may be exposed to verbal abuse, harassment, threats of violence to self and/or family, and illegal, hazardous or deadly substances.

A cell phone must be carried during both duty and non-duty times.

Entry into close custody facilities which require, as primary responsibility, strict adherence to security measures always to ensure the custody, control and supervision of youth offenders.

Active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth and transition readiness; must be able to acknowledge that everyone is capable of positive change, that custody provides a powerful opportunity to effect positive change and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

## SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes (ORSs)  
 Oregon Administrative Rules (OARs)  
 OYA Policy and Procedure Manual  
 Juvenile detention guidelines  
 Federal laws pertaining to juvenile programs  
 PREA standards  
 Collective bargaining contract  
 DAS rules and policies  
 DAS Human Resource Service Division (HRSD) rules and policies

- b. How are these guidelines used?

Frequently referred to advising and aiding agency managers and employees, responding to complaints, and keeping the agency in compliance with requirements, as well as in establishing policies for the agency. Sets the guidelines and parameters for what the agency can and cannot do. Provides general guidance, direction, limitation, recommendations and operation instructions.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

*Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

| Who Contacted                             | How                     | Purpose                                                                                                                                                             | How On            |
|-------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| All levels of OYA staff and youth         | Phone/In person/Writing | Investigation, represent investigative findings, clarification of policy and procedures, raises issues, proposes solutions, provides Information and clarification. | Daily             |
| OYA Director and Deputy Director          | Phone/In person/Writing | Present investigative findings, raises issues, proposes solutions and policy. Receives information and guidance. and accepts direction.                             | As needed monthly |
| OYA Policy Operations Group               | Phone/In person/Writing | Raises issues, proposes solutions, collaboratively enact policy                                                                                                     | As needed         |
| Assistant Attorney General                | Phone/In person/Writing | Request legal counsel, ORS interpretations, etc.                                                                                                                    | As needed         |
| Union Business Agents and Stewards        | Phone/In person/Writing | Gather information                                                                                                                                                  | As needed         |
| Department of Correction                  | Phone/In person/Writing | Works collaboratively regarding DOC offenders placed in OYA custody.                                                                                                | As needed         |
| Various other agencies                    | Phone/In person/Writing | Gather information, seek resolution, report statistics, etc.                                                                                                        | As needed         |
| Oregon State Police and various local law | Phone/In person/Writing | Assist in criminal investigations                                                                                                                                   | As needed         |
| Youth                                     | Phone/In person/Writing | Gather information, clarification of                                                                                                                                | As needed         |

| Who Contacted     | How                     | Purpose                                   | How On    |
|-------------------|-------------------------|-------------------------------------------|-----------|
|                   |                         | policy/procedure, resolve complaints, etc |           |
| Youth families    | Phone/In person/Writing | Response to inquiries or complaints       | As needed |
| Citizens          | Phone/In person/Writing | Response to inquiries or complaints       | As needed |
| Governor's Office | Phone/In person/Writing | Response to inquiries or complaints       | As needed |
| Legislators       | Phone/In person/Writing | Response to inquiries or complaints       | As needed |

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Makes independent decisions based on agency policies and rules, federal and state rules and statutes. All major decisions affecting agency direction regarding investigations and PREA. Goals, objectives, development and allocation of resources to accomplish goals. Assists in setting policies regarding investigations agency-wide and PREA statewide. Makes decisions on major sensitive issues cases and relative to conducting joint criminal investigations. Makes decisions relative to investigative methods/procedures utilized and reviews/approves investigative reports from PSO staff.

Decisions made by this position determines budget expenditures, personnel practices, prioritization of duties and resource allocation. Makes recommendations to the Director regarding necessary program and/or statewide policy and system modifications. Effect of decisions may impact OYA, other state agencies and federal partners.

Decisions and recommendations made by this position have a major and direct effect on:  
Overall direction of the agency and implementation of the mission, vision and values Governor's confidence in the OYA Director, Deputy Director and agency.

- Public's confidence in state government (as reenacted by the image of a juvenile correctional agency)
- Legislature confidence in the agency's ability to operate in an ethical way.

Liability of the agency

Safety, security and morale of the committed offenders and agency employees and the effectiveness of all operations of the agency.

Views taken by editorials in newspapers and other media regarding juvenile corrections, the criminal justice system and public safety. The news media and general public's confidence that the Governor has competent staff in charge of critical operations

The smooth and efficient operation of the entire agency.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of this position?**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

| Classification Title | Position Number | How                                  | How Often | Purpose of Review             |
|----------------------|-----------------|--------------------------------------|-----------|-------------------------------|
| OYA Director         | 0795.811        | Review of reports and verbal updates | Ongoing   | Informational and supervisory |

| Classification Title | Position Number | How                                  | How Often | Purpose of Review             |
|----------------------|-----------------|--------------------------------------|-----------|-------------------------------|
| OYA Deputy Director  | 3500.805        | Review of reports and verbal updates | Ongoing   | Informational and supervisory |

## SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 4
- How many employees are supervised through a subordinate supervisor? 5
- b. Which of the following activities does this position do?
- |                                                             |                                                                                |
|-------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                      |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                       |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                          |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations    |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares and signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Working within the PSO, the person within this position must possess and exhibit the highest qualities of professionalism and ethics, both on and off the job. A clear record of ethics, integrity credibility underlies anyone's ability to perform the duties of this position.

Special requirements:

Experience with criminal evidence handling

Collaborative team building and facilitation skills. Proven success at working across boundaries while building and sustaining effective teams on a statewide basis.

Working knowledge and experience in analyzing and prioritizing intelligence information.

Excellent communication skills, both oral and written.

Ability to analyze and review investigative reports and direct Deputy Chief and investigation staff on investigative techniques during various phases of an investigation.

Advance investigative experience and skills needed to oversee and direct and conduct criminal and administrative investigations for youth, staff, and contractor's misconduct

Desired Attributes used for recruitment:

- Investigative Leadership: Directs complex criminal and administrative investigations involving youth, staff, and contractor misconduct, ensuring rigorous evidence handling, accurate reporting, and legally defensible outcomes; translates investigative trends into policy and prevention strategies.
- Team Leadership & Supervision: Builds and mentors high-trust investigative teams across agency and jurisdictional lines; applies sound judgment interpreting employment law, administrative rules, and collective bargaining agreements when making personnel recommendations; and exercises resilient, ethical, and impartial judgment in high-stakes, high-visibility cases.
- Juvenile Justice & Trauma-Informed Practice: Brings a working knowledge of adolescent development and rehabilitative practice, balancing investigative rigor with youth safety, dignity, and culturally responsive, trauma-informed engagement.
- Communication & Stakeholder Engagement: Communicates complex findings clearly to executive leadership, law enforcement, legal counsel, and community partners, with a track record of productive multi-agency collaboration.

- Equity & Professional Values: Applies DEI and cultural humility throughout investigative work, upholds the highest standards of ethics and impartiality, and pursues ongoing professional growth in investigative and juvenile-law practice.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:  
**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

| Operating Area | Biennial Amount (\$00000.00) | Fund Type    |
|----------------|------------------------------|--------------|
| PSO            | \$3.3 million                | General Fund |

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority  
Signature

\_\_\_\_\_  
Date