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Class Specifications
for the Class:

CHIEF SPECIAL INVESTIGATOR

Class Distinguishers:

Managerial Responsibility: This class reflects responsibility for planning, administering, organizing, and directing a statewide investigations program. As chief of the Investigations Division of the Department of the Attorney General, the sole position in this class is responsible for developing program plans to achieve program goals and objectives; developing operational policies and procedures; developing and implementing the program's budget; recommending new laws, rules and regulations; testifying before the Legislature; and establishing and maintaining extensive public contacts with representatives of other international, State, federal, and county agencies to share information and collaborate on law enforcement projects and activities.

Complexity: The statewide investigations program provides specialized investigative services to State departments and agencies and may collaborate with other jurisdictions on projects of mutual concern. It involves the conduct of a broad range of investigations of suspected or actual violations of criminal, civil, and other administrative laws, rules, and regulations. The investigation cases are highly sensitive and confidential in nature, dealing with crimes of fraud, theft, corruption, violence, and subversive activities, which involve government officials and employees. In addition, the position in this class is responsible for special concerns and additional law enforcement functions such as the investigation and enforcement of specific laws (e.g., Hawaii Tobacco Tax law and Medicaid fraud).

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of management and administration, including supervision; principles and practices of criminal, administrative, and civil investigation, including pertinent State and federal laws; budget formulation; legislative processes; nature of human behavior and motivation; basic elements of criminal behavior; court procedures; rules of legal evidence; search and seizure laws of arrest; interviewing methods and techniques; techniques of and equipment used in surveillance; proper use of force, including deadly force; the jurisdictions

and functions of various governmental agencies and departments; organization and operation of investigational activities; report writing; and the proper use of firearms.

Ability to: Plan, administer, organize, and direct a statewide investigations program; establish priorities and formulate program policies; prepare and administer an operating budget; testify before legislative committees; deal effectively with subordinates, the public, committees, public officials, and others; establish and maintain effective working relationships with State, federal and county agencies; interpret laws, rules and regulations; analyze and solve law enforcement problems; secure, evaluate and analyze data and information; write clear and concise reports; prepare case records; understand the nature of human behavior; communicate orally and in writing; and properly use firearms.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, administers, organizes, and directs a statewide investigations program involving suspected or actual violations of criminal, civil, and other administrative laws, rules, and regulations.
2. Establishes program priorities and develops program plans to achieve program goals and objectives.
3. Develops and implements operational policies and procedures and general orders for the management of the division's activities.
4. Plans, develops, and implements the division's budget; monitors all divisional expenditures; and seeks additional sources of funding as new requirements are assigned by the Attorney General.
5. Reviews incoming projects, cases, and requests for investigative services; refers cases to subordinate supervisors for assignment to staff with special instructions on sensitive cases.
6. Provides technical guidance and direction to staff on the most difficult cases.

7. Provides direction in the development and implementation of staff development and specialized training activities.
8. Recommends appropriate action on personnel matters including new appointments, promotions, transfers, leaves of absences and disciplinary problems; and determines changes in work schedules.
9. Recommends new or changes to existing laws, rules and regulations relating to criminal justice; provides supporting documentation; and provides testimony and solicits support from the law enforcement community.
10. Establishes and maintains cooperative working relationships with representatives of other law enforcement agencies, such as Interpol, FBI, and Military Intelligence Offices, to share information and collaborate on law enforcement projects and activities.
11. Actively participates in inter-jurisdictional task forces and coalitions, involving response to homeland security activities such as potential acts of terrorism and protection of the State Emergency Response Team.
12. Represents the Attorney General at various meetings involving requests for services by federal, State, and county agencies and the general public; and represents the Attorney General in public presentations as required.

This is the first specification for the new class CHIEF SPECIAL INVESTIGATOR.

Effective Date: November 16, 2003

DATE APPROVED: 9/22/04 /S/Dawn M. Young
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