

***Supervising Special Investigator II (Non-Peace Officer)***  
***Essential Task Rating Results***

<b>Task #</b>	<b>Task Statement</b>
1	Plans, organizes, and directs the work of investigative staff, including Supervising Special Investigator I's, in the investigation of suspected violations of laws, rules, or regulations.
2	Organizes compliance, licensing, and complaint investigations to establish priorities for investigative staff assignments.
3	Provides the resources needed to ensure a timely and effective conclusion of all investigations.
4	Oversees and audits mandated out of state inspections to ensure compliance of laws and regulations.
5	Directs or participates in the most difficult or confidential field investigations.
6	Conducts meetings to collect, share, or distribute information internally and externally and/or discuss and resolve issues.
7	Develops and modifies policies and procedures for new or amended legislation that impacts the needs of the program.
8	Assists in the development, review, analysis, and discussion of potential legislative or regulatory changes in laws and regulations that could impact the program.
9	Interprets the provisions of laws, rules and regulations to ensure they are applied appropriately.
10	Oversees the preparation of cases to be submitted for administrative hearings, criminal, and/or civil prosecutions.
11	Addresses external inquiries and complaints about legal requirements and regulations pertaining to the licensing and complaint process.
12	Confers with appropriate District Attorney's and other law enforcement agencies regarding planned or pending legal actions.
13	Manages investigative staff training and development needs to establish and maintain skill sets, learn new skills, and/or gain knowledge that will improve effectiveness of the program.
14	Represents the program at arraignments, pre-trial conferences, depositions, hearings and trials, and testify as necessary to achieve successful adjudications.
15	Conducts outreach and educational forums to inform affected stakeholders of the laws, policies, and regulations enforced by the Department.
16	Secures cooperation and provides assistance in interagency investigations.
17	Provides training on the functions and services rendered by the program to department staff, stakeholders, and other law enforcement and regulatory agencies.

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18	Ensures that departmental policies and procedures are adhered to, including use of state vehicles and equipment, approval or disapproval of attendance and travel requests, advance and claims, and maintenance of required personnel information.
19	Assists management in the performance of their duties, takes appropriate actions in their absence, and attends meetings.
20	Reviews and updates Strategic Plan as necessary
21	Provides assistance in planning and preparing the program's annual budget and periodically reviews the program's fund condition to ensure future financial security and Branch obligations are met.
22	Uses performance appraisals and individual development plans as tools to provide feedback, assist in developing or enhancing staff, and/or make recommendations to all staff on their performance.
23	Resolves performance problems by planning and implementing clear and well documented progressive disciplinary actions and procedures.
24	Works jointly with Advisory Boards and Commissions to review Branch operations and recommend potential improvements.
25	Manages investigative staff training and development needs to establish and maintain skill sets, learn new skills, and/or gain knowledge that will improve effectiveness of the program.
26	Prepares written correspondence, reports, and other job-related documents and materials for a variety of audiences.
27	Communicates verbally in a clear, concise, and respectful manner with a variety of individuals inside and outside the organization to seek or share information on a variety of topics.