



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INSPECTOR GENERAL	44*	A	13.301

Under administrative direction of the Department Director, plan, organize, direct, and evaluate the statewide investigation, safety and health, internal audit, risk management, and loss control/inspection functions; direct and coordinate staff and activities; draft policies and procedures and prepare reports, recommendations, and corrective action plans to optimize efficiency in the use of departmental resources.

Plan, organize and direct the functions of the Department's statewide Investigative Section; provide criminal and non-criminal investigative services in accordance with State and federal laws and mandates; conduct and oversee investigations of alleged incidents involving staff, inmates, and resources; and provide testimony in court, reviews, and other legal and quasi-legal hearings.

Oversee statewide substance abuse testing for all inmates within correctional facilities; ensure the maintenance of appropriate documentation and chain of custody procedures; and develop and implement background investigative format for staff, visitors, and contract employees.

Direct Investigative Section personnel and participate in assisting local law enforcement agencies, the judicial system, federal government, and State agencies in response to requests for investigative and enforcement services; review requests and determine feasibility of providing services based on available human resources, funding, equipment, and stipulated agreements; and provide direction to local task forces regarding criminal and non-criminal investigation activities, intelligence gathering, and administrative services.

Define staff assignments, jurisdictional controls, and accountability of supervisors; evaluate the performance of section employees; identify personnel needs; review completed work assignments; and provide training and monitor performance.

Establish and implement an on-going process of on-site security and program audits at the Department's institutions, camps, and restitution centers and report findings and recommendations to the Director.

Review all incident reports generated by the Department's institutions, camps, and restitution centers to monitor and evaluate overall activity occurring within the Department and determine if facility personnel are handling incidents correctly; and manage the Critical Incident Review Board process and monitor the implementation of recommendations.

Review referrals for prosecution to the Attorney General's Office from institutions, camps, and restitution centers to ensure proper completion and appropriateness of the referral; track requests for prosecution from institutions to identify and analyze trends in criminal activities within the system; and analyze failures to prosecute as well as successful/unsuccessful prosecutions.

Develop budgets for assigned functions and present to the Director for review and approval; provide justification through research, documentation, and the identification of potential funding sources; control expenditures for staffing, equipment, enforcement programs, and training; and forecast human resource and equipment needs.

Evaluate court orders, new and proposed legislation, directives, policies and procedures to determine compliance requirements; and assess compliance levels and non-compliance problems with recommended solutions in the areas

*** Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

of criminal investigation, internal audit, loss control, risk management, and safety and health.

Prioritize and assign internal audits; review safety and health inspections, tort claims, and industrial accident investigations; conduct entrance and exit interviews with internal auditors; review and authorize the submission of audit reports; prepare and distribute requests for corrective action plans to wardens and other facility managers in response to findings from safety and health inspections and industrial accident investigations; monitor the implementation of corrective action plans to ensure timely responses and avoid fines and breaches of critical time frames; and communicate with the Attorney General's Office regarding tort claims.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * The incumbent must obtain and maintain a minimum of POST Category II certification as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Associate's degree or equivalent education from an accredited college or university in criminal justice, police science, public administration, or closely related field and five years of varied and increasingly responsible experience conducting criminal and/or administrative investigations as a peace officer or officer of the court, two years of which must include supervision of professional investigative staff; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: recognized methods of effective investigations and enforcement techniques; specialized law enforcement programs dealing with intelligence gathering, record keeping, and internal affairs; State and federal laws that pertain to the supervision of investigative and enforcement activities; supervisory principles and practices; laws of arrest, rules of evidence, rights of citizens, search and seizure, court procedures, and general law enforcement; laws of confidentiality regarding inmates, employees, or incidents; practice and procedures regarding the storage and retrieval of investigative reports, intelligence information, and other files; references and sources of information required to substantiate or negate suspected violations of laws, policies, and regulations; and budget development and control. **General knowledge of:** current workplace safety and health issues; principles and practices of worker's compensation insurance; contemporary loss control and risk management as related to workplace injuries and illness; open meeting laws; public administration and policy; audit procedures sufficient to review complex audits; court orders, consent decrees, and tort claims; and rules and regulations governing the classification of inmates. **Ability to:** define problems or objectives, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; develop goals and objectives as applied to supervising criminal investigation and enforcement programs; manage a variety of diverse programs including investigation, safety and health internal audit, risk management, loss control, and inspection functions; analyze organizational and operational problems and develop appropriate solutions and recommendations; establish and maintain cooperative and effective working relationships with other law enforcement agencies, government officials, and the judicial system; develop, interpret, and implement policy and procedure; communicate effectively both orally and in writing; operate a personal computer to maintain records and prepare narrative and fiscal reports; review and develop corrective action plans to mitigate workplace hazards; provide effective testimony and depositions; and evaluate workplace safety and health programs and modify as needed.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada Revised Statutes, agency policies and procedures related to investigations; State personnel policy related to supervising subordinate personnel; principles, practices and tactics governing the use of physical and deadly force in a correctional setting as well as other law enforcement environments; State laws and administrative regulations and policies promulgated by the State Board of Prison Commissioners.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

13.301

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