



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>
BACKGROUND INVESTIGATION TECHNICIAN II	30	E	11.380
BACKGROUND INVESTIGATION TECHNICIAN I	28	E	11.382

SERIES CONCEPT

Background Investigation Technicians conduct preemployment background investigations primarily for non-sworn employment candidates for the Department of Public Safety.

Receive, review and/or research preemployment background application packets; gather and assess information and facts; determine the validity of documents received; ensure required documentation is received and complete; contact employment candidates to request missing information; research criminal history and traffic violation information from various law enforcement and judicial agencies and databases; ensure fingerprint records requests are submitted for processing and results are obtained; ensure background application packets comply with federal and State statutes and regulations and department policies and procedures.

Conduct interviews with appropriate individuals detailed in the employment candidates' personal history statement and hard copy and electronic background application packets; discuss sensitive information; ask clarifying questions; follow up on unanswered questions or conflicting statements; maintain accurate and detailed interview notes.

Prepare comprehensive fact-based reports, memorandums and supplemental documents; identify distracting factors, chronological statements of facts, documentation obtained, findings and conclusions for consideration by the hiring manager and/or appointing authority; may be called upon to provide additional information regarding findings to unit supervisor, hiring manager and appointing authority.

Create, organize and maintain background files; upload and file documentation in a designated database; maintain logs, spreadsheets and databases to track movement, ensure efficient recordkeeping and to ensure proper closure; and provide statistical data to include in reports to to the unit supervisor.

Perform related duties as required.

CLASS CONCEPTS

Background Investigation Technician II: Under general supervision, incumbents perform the full range of duties as described in the series concept and may assist Polygraph/Background Examiners with sworn employment candidates' investigations as needed. This is the journey level in the series.

While incumbents may assist Polygraph/Background Examiners in conducting background investigations on sworn employment candidates as needed, their primary responsibility is conducting preemployment background investigations on non-sworn employment candidates.

Background Investigation Technician I: Under close supervision, incumbents receive training in performing all duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions require a preemployment background/criminal history check and fingerprinting.
- * A valid Nevada driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

BACKGROUND INVESTIGATION TECHNICIAN II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in business administration, criminal justice or related field and one year of paraprofessional experience performing investigative, auditing or program-related duties which required the application of federal and State statutes; reviewing documents for program compliance determinations; and preparing reports summarizing findings; **OR** graduation from high school or equivalent education and two years of experience one of which included paraprofessional experience as described above; **OR** one year as a Background Investigation Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: interviewing and investigative techniques; recordkeeping practices to obtain needed information. **General knowledge of:** methods and practices used in developing and presenting information; the theories of human behavior and psychology. **Ability to:** conduct interviews in person and/or by telephone to ascertain factual information; record information quickly and accurately; convey accurate and precise data in a timely manner within established timeframes; interpret, apply and explain applicable statutes, regulations, policies and procedures and apply interpretations to specific situations; work independently and as part of a team; follow through on assignments with minimal direction; *and perform all knowledge, skills and abilities required at the lower level.*

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

Detailed knowledge of: confidentiality rules and regulations. **Working knowledge of:** federal and State statutes and department policies and procedures; State administrative regulations, policies, procedures and guidelines regarding personnel.

BACKGROUND INVESTIGATION TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience which required the application of policies and procedures; reviewing documents prepared by others for program compliance determinations; and preparing reports which summarize findings; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

General knowledge of: research techniques and application; basic interviewing and recordkeeping techniques; English grammar, spelling and punctuation sufficient to compose reports and business correspondence. **Ability to:** write concise, logical, grammatically correct reports and memorandums; verify information from a variety of sources; read and understand department policies and procedures; operate computers and peripheral equipment to gather, store, record and retrieve information; effectively interact and communicate with a variety of individuals from various socioeconomic, cultural, economic and educational backgrounds.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Background Investigation Technician II.)

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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.

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ESTABLISHED:

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REVISED:

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