



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR#09-16**

January 20, 2016

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Lee-Ann Easton, Administrator  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than February 20, 2016.

If no written objections are received in this office by February 20, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #24-16  
Posting Expires: February 20, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.246	AG Deputy Chief Investigator	42	D	<i>13.246</i>	<i>AG Deputy Chief Investigator</i>	<i>42</i>	<i>D</i>
13.247	AG Criminal Investigator, Supervisor	40	D	<i>13.247</i>	<i>AG Criminal Investigator, Supervisor</i>	<i>40</i>	<i>D</i>
13.248	AG Criminal Investigator II	38	D	<i>13.248</i>	<i>AG Criminal Investigator II</i>	<i>38</i>	<i>D</i>
13.249	AG Criminal Investigator I	36	D	<i>13.249</i>	<i>AG Criminal Investigator I</i>	<i>36</i>	<i>D</i>

## ***Basis for Recommendation***

At the request of the Office of the Attorney General, Human Resource Management recommends revisions be made to the series concept to better describe the scope of responsibility of the AG Criminal Investigators. Additionally, Informational Notes pertaining to POST qualifications and firearm qualifications were added. Minor formatting changes were made in order to maintain consistency with other class specifications.

Criminal Investigators in the Attorney General's Investigations Division perform criminal investigations involving violations of federal and/or State laws pertaining to a specific program or regulatory area which includes, but is not limited to, Medicaid fraud, workers' compensation fraud, consumer protection, public integrity, human trafficking, computer forensics, missing children, financial fraud, alleged criminal offenses committed by State officers or employees, and all types of conflict of interest cases submitted by outside agencies, along with participating in multi-jurisdictional task forces comprised of officers from federal, State and local enforcement agencies. The investigative process is initiated following a formal request for service, upon receipt of a complaint from the public, or as a coordinated effort with federal, State or local law enforcement and criminal justice agencies. Incumbents review information received to determine possible criminal activity, validity of information and appropriate jurisdiction; conduct interviews of witnesses, victims, suspects to obtain information regarding the alleged criminal activity in an effort to complete investigative assignments in consideration of agency priorities, goals and objectives; and conduct research; and gather and preserve evidence. They also search law enforcement databases to include, but not limited to, National Crime Information Center (NCIC), National Criminal Justice Information System (NCJIS), Shared Computer Operations Protection Enforcement (SCOPE), Tiburon and the Department of Motor Vehicles; document investigative activities in order to develop and formulate facts and leads, establish patterns and trends, determine motives and support enforcement actions; and conduct field surveillance and background investigations; participate in undercover "sting" operations in order to establish leads, solidify evidence, and develop probable cause; use electronic audio/video recording equipment or personally conduct transactions with suspects to gather evidence, develop leads and establish probable cause; and maintain and prepare various reports.

Human Resource Management worked closely with the Subject Matter Expert from the Office of the Attorney General and the changes are being supported.

***Note: Changes, additions and/or deletions on the class specification are noted in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by February 20, 2016.** Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: January 20, 2016**



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>
AG Deputy Chief Investigator	42	D	13.246
AG Criminal Investigator, Supervisor	40	D	13.247
AG Criminal Investigator II	38	D	13.248
AG Criminal Investigator I	36	D	13.249

SERIES CONCEPT

Criminal Investigators in the Attorney General's Investigations Division ~~[conduct fraud]~~ **perform criminal** investigations involving violations of federal and/or State laws pertaining to a specific program or regulatory area **which includes, but is not limited to, [such as] Medicaid fraud, workers' compensation fraud, consumer protection, public integrity, human trafficking, computer forensics, missing children, financial fraud, [or other areas; and investigate]** alleged criminal offenses committed by State officers or employees ~~[-]~~, **and all types of conflict of interest cases submitted by outside agencies, along with participating in multi-jurisdictional task forces comprised of officers from federal, State and local enforcement agencies. The investigative process is initiated following a formal request for service, upon receipt of a complaint from the public, or as a coordinated effort with federal, State or local law enforcement and criminal justice agencies.**

~~[Review formal complaints and]~~ **Review information received to [make determinations regarding] determine** possible criminal activity, **validity of information** and **appropriate** jurisdiction ~~[within an assigned program area; gather and analyze facts and develop evidence with the responsibility for developing a complete case from the original claim or allegation through preparation for presentation in court or administrative hearings].~~

**Conduct interviews of witnesses, victims, suspects to obtain information regarding the alleged criminal activity in an effort to complete investigative assignments in consideration of agency priorities, goals and objectives.**

**Conduct [R]research [records and case files]; gather and preserve [documentary] evidence; [obtain statements of fact, depositions, or confessions; prepare and/or obtain and serve subpoenas to compel the attendance of witnesses or the production of records; prepare affidavits and execute search warrants]; take photographs and video; transport, secure, prepare and analyze evidence by following proper evidentiary procedure.**

Search law enforcement databases to include, **but not limited to**, National Crime Information Center (NCIC), National Criminal Justice Information System (NCJIS), Shared Computer Operations Protection Enforcement (SCOPE), Tiburon and the Department of Motor Vehicles ~~[records]~~.

**Develop case files and maintain case logs and reports; document investigative activities in order to develop and formulate facts and leads, establish patterns and trends, determine motives and support enforcement actions.**

Conduct field surveillance and ~~[suspect]~~ background investigations; ~~[obtain and coordinate the execution of search and arrest warrants;]~~ participate in undercover "sting" operations in order to establish leads, solidify evidence, and develop probable cause; **use electronic audio/video recording equipment or personally conduct transactions with suspects to gather evidence, develop leads and establish probable cause;** establish proof of facts and evidence; ~~[write investigative reports;]~~ review case findings with appropriate parties; and testify in court or other proceedings as required.

<b>AG Deputy Chief Investigator</b>	<b>42</b>	<b>D</b>	<b>13.246</b>
<b>AG Criminal Investigator, Supervisor</b>	<b>40</b>	<b>D</b>	<b>13.247</b>
<b>AG Criminal Investigator II</b>	<b>38</b>	<b>D</b>	<b>13.248</b>
<b>AG Criminal Investigator I</b>	<b>36</b>	<b>D</b>	<b>13.249</b>

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**SERIES CONCEPT (cont'd)**

*Maintain various reports such as daily activity reports, case summaries, arrest reports and vehicle reports; utilize information to develop statistical data, individual performance appraisals and to substantiate program budget expenditures.*

*Prepare investigative reports encompassing all significant events and facts pertaining to the case elements, outline and summarize violations committed, and submit and/or present findings to the prosecutor; prepare obtain and execute legal documents such as affidavits, search warrants, arrest warrants, and subpoenas to continue the criminal justice process and criminal prosecution.*

*Conduct training programs and outreach regarding agency services, specialized functions and/or programs to other law enforcement agencies, State and local government officials, the general public or community groups to develop understanding and awareness.*

Perform specialized investigations of complex cases that may involve multiple criminal violations, suspects and jurisdictions and may be sensitive in nature.

Perform related duties as assigned.

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***DISTINGUISHING CHARACTERISTICS***

*Enforcement powers are that of peace officers and incumbents have police powers for the enforcement of the provisions of the Nevada Revised Statutes and federal laws relating to any reported or observed criminal activity. AG Criminal Investigators carry firearms in the performance of their duties. All positions in this class series are, at a minimum, P.O.S.T. Category II certified, upon permanent status.*

*In addition, AG Criminal Investigators perform specialized casework assignments on a statewide basis which may involve intelligence gathering and recordkeeping; development and control of informants; records of unidentified deceased or missing persons and children; criminal investigations involving elder abuse and guardianship fraud, sexual assault, diversion and/or internal affairs.*

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**CLASS CONCEPTS**

**AG Deputy Chief Investigator:** Under general supervision of the Chief of Investigations, incumbents perform the full range of duties described in the series concept and, in addition, act as the head of a major investigative unit such as the Medicaid Fraud Control Unit, General Investigations or Workers' Compensation Fraud Unit.

Incumbents at this level are assigned responsibility for an investigative unit or function within an enforcement area. Assignments are performed independently and require direction and supervision to lower level investigators.

This class is distinguished from lower level investigators by the level of management responsibility for a staff of supervisors and investigators and program personnel in a regional or district office. Incumbents provide training to lower level investigators, conduct strategic planning of day-to-day operations, prepare performance reviews, supervise and coordinate the investigation process and make final recommendations regarding investigative reports and determinations.

<b>AG Deputy Chief Investigator</b>	<b>42</b>	<b>D</b>	<b>13.246</b>
<b>AG Criminal Investigator, Supervisor</b>	<b>40</b>	<b>D</b>	<b>13.247</b>
<b>AG Criminal Investigator II</b>	<b>38</b>	<b>D</b>	<b>13.248</b>
<b>AG Criminal Investigator I</b>	<b>36</b>	<b>D</b>	<b>13.249</b>

**CLASS CONCEPTS (cont'd)**

**AG Criminal Investigator, Supervisor:** Under general direction, incumbents are responsible for the activities of a team of investigators in either General Investigations, Medicaid Fraud Control Unit, Workers' Compensation Fraud Unit, Insurance Fraud Unit, Tobacco Enforcement, Elder Abuse/Neglect and Exploitation Unit, High Tech Crimes, Missing Children and Bureau of Consumer Protection within the Division and/or a geographical area of the State. Incumbents are expected to perform the full range of duties as described in the series concept; however, the primary responsibility is the implementation and ongoing review of investigations to assist in the program's enhancement and development. Positions allocated to this class serve as a first-line supervisor, and incumbents train, supervise and evaluate the performance of subordinate investigators. They also independently conduct or monitor specialized investigative functions dealing with the most difficult assignments involving cases of a high profile or sensitive nature or multiple program or criminal violations.

**AG Criminal Investigator II:** Under general supervision, incumbents perform the full range of duties described in the series concept in an investigative unit at the journey level. Incumbents conduct complex or difficult investigative assignments that may involve multiple criminal violations and or suspects. Some positions may be assigned certified peace officer training responsibilities which include Flying Armed, Use of Force, Building Entry, Search & Seizure, Preservation of Evidence, and ASP Baton. Duties are distinguished from the AG *Criminal* Investigator I class by greater complexity and independence in performing job assignments at the full journey level.

**AG Criminal Investigator I:** Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Work is assigned through instructions and reviewed for accuracy. Progression to the next level may occur upon completion of required training, meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

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

**INFORMATIONAL NOTES:**

- \* *Applicants must meet the minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).*
- \* AG Criminal Investigator I's must obtain and maintain, *at a minimum*, Nevada POST Category II certification within one year of appointment and as a condition of continuing employment.
- \* AG Criminal Investigator II, AG Criminal Investigator Supervisor and AG Deputy Chief Investigator must maintain, *at a minimum*, Nevada POST Category II certification as a condition of continuing employment.
- \* *A bi-annual qualifying score of 80 or better with a firearm will be required.*
- \* Incumbents may be required to obtain and maintain a Top Secret National Security Clearance issued by the FBI.

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### MINIMUM QUALIFICATIONS (cont'd)

#### AG Deputy Chief Investigator

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, police science, or closely related field; current, **at a minimum**, Category II POST certification in Nevada; and four years of criminal investigation and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce local, state and/or federal laws and regulations. One year of the required experience must have included working in a supervisory capacity; **OR** graduation from high school or equivalent education; current, **at a minimum**, Category II P[~~ost~~]OST certification in Nevada; and six years of criminal investigations and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws. One year of the required experience must have included working in a supervisory capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as an AG Criminal Investigator [H], Supervisor in Nevada State service. (See *Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** agency policies and procedures. **Working knowledge of:** *supervisory techniques including selection, motivation, training, work assignment and review, employee evaluation, setting work performance standards, and discipline*; State personnel regulations pertinent to supervision and discipline of subordinate staff. **Ability to:** plan, coordinate, and expedite investigations; coordinate, set priorities and assign work to professional staff; motivate others to perform effectively; perform administrative duties appropriate to the assigned area; *and all knowledge, skills and abilities required at the lower levels.*

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

**Working [K]knowledge of:** State budget process. **Ability to:** manage program areas relevant to assigned area to achieve performance indicators and goals and objectives; develop, implement and continuously review the investigative process and outcomes; direct investigative operations appropriate to assigned area.

#### AG Criminal Investigator, Supervisor

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, police science, or closely related field; current, **at a minimum**, Category II POST certification in Nevada; and three years of criminal investigation and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce local, state and/or federal laws and regulations, preparation of detailed investigative reports, and implementation of agency program goals and objectives; **OR** graduation from high school or equivalent education; current, **at a minimum**, Category II P[~~ost~~]OST certification in Nevada; and five years of criminal investigative and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives; **OR** an equivalent combination of education and experience; **OR** one year of experience as an AG Criminal Investigator II in Nevada State service. (See *Special Requirements and Informational Notes*)

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

**Working knowledge of:** local, state and/or federal laws, codes, and regulations and agency policies governing investigation functions appropriate to the area of assignment. **Ability to:** collect, organize, verify and analyze investigative data; ensure proper training of subordinate staff including both on-the-job training and formal training; apply and interpret local, state and/or federal laws, codes, regulations and agency policies; *and all knowledge, skills and abilities required at the lower levels.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### AG Criminal Investigator, Supervisor (cont'd)

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

~~[Working knowledge of: supervisory techniques including selection, motivation, training, work assignment and review, employee evaluation, setting work performance standards, and discipline.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for AG Deputy Chief Investigator.)*

#### AG Criminal Investigator II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, police science, or closely related field; current, at a minimum, Category II POST certification in Nevada; and one year of criminal investigation and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce local, state and/or federal and agency laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives; **OR** graduation from high school or equivalent education; current, *at a minimum*, Category II P[ost]OST certification in Nevada; and three years of criminal investigative and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce local, state and/or federal laws, statutes and regulations, preparation of investigative reports and implementation of agency program goals and objectives; **OR** an equivalent combination of education and experience; **OR** one year of experience as an AG Criminal Investigator I in Nevada State service. *(See Special Requirements and Informational Notes)*

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

**Working knowledge of:** applicable local, state and/or federal laws, statutes and regulations pertaining to investigations; criminal law practices and procedures; court procedures and documents; legal rights and rules of evidence; civil, criminal or administrative proceedings; chain of custody of evidence; laws of arrest, search and seizure; auditing, recordkeeping and bookkeeping techniques; interviewing and interrogation techniques; techniques of criminal investigation, identification and enforcement procedures. **Ability to:** read, understand and apply Nevada State statutes and federal and State regulations; communicate effectively with a wide variety of public contacts; *and all knowledge, skills and abilities required at the lower level.*

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for AG Criminal Investigator, Supervisor.)*

#### AG Criminal Investigator I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, police science, or closely related field; **OR** graduation from high school or equivalent education and two years of investigative experience involving standard investigative and enforcement techniques utilized to enforce local, state and/or federal laws and regulations; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

**Working knowledge of:** methods, principles, standards and techniques applicable to criminal and civil investigations; interviewing techniques; techniques in investigative report writing; specialized terminology within the assigned area of investigation; the structure and operation of state, local and national criminal justice agencies; law enforcement principles and practices; operation and safe handling of weapons. **Ability to:** apply the Use of Force Continuum to specific situations; gather, preserve, and present relevant



<b>AG Deputy Chief Investigator</b>	<b>42</b>	<b>D</b>	<b>13.246</b>
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**MINIMUM QUALIFICATIONS (cont'd)**

**AG Criminal Investigator I** (cont'd)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

and pertinent evidence; write and speak clearly, concisely, accurately and informatively; read and interpret statutes and agency policy and procedures.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for AG Criminal Investigator II.)*

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.

	<u>13.246</u>	<u>13.247</u>	<u>13.248</u>	<u>13.249</u>
ESTABLISHED:	7/1/11P 5/21/10PC	7/1/11P 5/21/10PC	7/1/11P 5/21/10PC	7/1/11P 5/21/10PC
<b>REVISED:</b>	<b>2/20/16UC</b>	<b>2/20/16UC</b>	<b>2/20/16UC</b>	<b>2/20/16UC</b>