



<b>Job Title</b>	<b>Background Investigator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>16685</b>

## Class Specification – Background Investigator

### **Summary Statement:**

The purpose of this position is to perform background investigations of potential civilian and sworn applicants to include professional interviews, research work history, review criminal behaviors in accordance with policies and procedures established by the department.

### **DISTINGUISHING CHARACTERISTICS:**

This is the full journey level class within the Background Investigator series. Employees within this class are distinguished by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or when filled from the outside, have prior experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
80%	Perform a professionally complete and thorough investigation of potential civilian and sworn applicants for a position with the CSPD; Conduct professional interviews of the candidate, references, and contacts; verify the accuracy of the information that has been provided and obtained during the investigation; communicate effectively with candidates during the background process; coordinate certain parts of the background process with the candidate; and work to identify the best candidates for the position.
15%	Prepare a final report on assigned candidates. Ensure accuracy of information and provide useful information in accordance with policy for review by selection committee and hiring managers.
5%	Work collaboratively with members of the Background Unit; attending weekly meetings to provide updates on candidates; assist in training new background investigators; assist in response to outside inquires on previous applicants and perform related duties and responsibilities as required.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepares business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED).

**Experience:** Three years of full-time experience conducting investigations, and one-year experience in a law enforcement agency.



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**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

National Crime Information Center (NCIC) Certification	Within 3 months of start date
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Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

This classification has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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**Machines, Tools, Equipment, and Work Aids:**

Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: November 2017