



<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**

<b>Summary Statement:</b>	
<p>The purpose of this position is to serve as the lead in the Background Investigation Unit overseeing the day to day activities of the background investigators and administrative staff. This position will be responsible for training new background investigators and providing the required annual training to current background investigators. This position will be the point of contact for all questions and minor issues pertaining to the background investigations. Also this position will be responsible for conducting background investigations for both civilian and sworn applicants.</p>	
<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.
40%	Oversee the day-to-day functions of the background cadre; review reports as they are completed to ensure accuracy and consistency; train new and existing background investigators on the investigation process; audit workload of investigators for efficiencies.
50%	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.
10%	Prepare a final report on candidates that have been presented as potential hiring prospects; work collaboratively with members of the Background Cadre; 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.

**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:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives / effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Administrative Direction – The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**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

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

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



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**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