



<b>Job Title</b>	<b>Background Investigator, Senior</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>6</b>	<b>Job Code</b>	<b>16690</b>

**Class Specification – Background Investigator, Senior**

<b>Summary Statement:</b>	
<p>The purpose of this position is to supervise 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 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. This position will be responsible for conducting background investigations for both civilian and sworn applicants.</p>	
<b>DISTINGUISHING CHARACTERISTICS:</b>	
<p>This is the advanced journey level class in the Background Investigator series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower-level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower-level staff.</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.
30%	Supervise activities of the background investigations unit including coordinating specific assignments; reviewing work; answering questions; providing guidance and feedback; mentoring and coaching. Reviews and approves investigations to ensure they are performed and documented in compliance with department procedures, professional standards and requirements.
30%	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. Develop policies and procedures for the background investigative unit and ensure best practices are being followed.



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40%	<p>Perform a professionally complete and thorough background investigation of potential civilian and sworn applicants for positions 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. Prepare a final report on candidates that have been presented as potential hiring prospects; work collaboratively with members of the Background Investigation Unit; and perform related duties and responsibilities as required.</p>
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<b>Competencies Required:</b>	
<p><b>Human Collaboration Skills:</b> 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.</p>	
<p><b>Reading:</b> 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.</p>	
<p><b>Math:</b> 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.</p>	
<p><b>Writing:</b> 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.</p>	

<b>Technical Skills Required:</b>	
<p><b>Skilled in a Technical Field:</b> 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.</p>	



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**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: Five years of full-time experience conducting investigations, and one year experience in a law enforcement agency. One year of lead or supervisory experience.

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

**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 Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.



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**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.

**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: February 2022