



**STATE OF OHIO**  
 Public Safety  
 1970 W. Broad St.  
 Columbus, OH 43223  
 (614) 752-7665  
<http://www.state.oh.us/odps/>

Invites applications for the position of:

**INVESTIGATION SUPERVISOR 1**

*An Equal Opportunity Employer*

**PN:** 20082658

**Job Type:** Full-Time, Permanent, Exempt

**Location:** Franklin County

**Promotional Bid:**

classified position (may include promotion, transfer or demotion)

**Job Location:** 1970 W. Broad St. Columbus, OH 43223

**Division:** Director's Office/Legal

**Opening Date:** Wed. 01/04/12

**Closing Date/Time:** Tue. 01/10/12 11:59 PM Eastern Time

**Pay Range:** 12

**Hours of work:** 8:00

a.m. - 5:00 p.m.

**Salary:**

\$47,923.20 - \$62,670.40 Annually \$23.04 - \$30.13 Hourly

**Job Duties:**

Assists the Employee Investigations (EI) Supervisor in program direction by conducting sensitive &/or complex administrative investigations (AI's) of alleged or suspected misconduct involving employees working at ODPS (e.g. gathers facts obtained from paper, computer, audio &/or video documentation, conducts interviews of witnesses in person &/or by phone, travels throughout the state to meet with persons involved in allegations of employee misconduct &/or citizens' complaints against Department, makes initial contact with DPS divisions, sections, units & offices regarding allegations, writes questions asked during interviews, completes necessary forms, compiles facts gathered during investigation, operates digital or cassette recorder to document information obtained during interviews & may obtain written statements from witnesses, testifies in pre-disciplinary &/or administrative hearings as management's representative). Maintains high sense of confidentiality involving investigations & related information (i.e. complainants, witnesses, facts) until information becomes public record.

Assists with basic supervisory duties & assumes responsibility & authority in Supervisor's absence (e.g. plans, assigns AIs, interprets rules & regulations for staff, confers with legal, law enforcement & other departmental & governmental personnel concerning cases under investigation, reviews investigative reports to ensure completeness, determines recommendation for disposition or need for additional data, monitors work of AI investigators in section & department, provides information & feedback to managers on pending AI's, gathers & reviews statistical data concerning investigative activities to ensure effective operations).

Prepares reports of investigation (e.g. documents all facts related to pending AI's, cites applicable policies & rules & regulations in investigative report), miscellaneous reports, publications & memos for dissemination outside work unit.

Assists in the development & implementation of AI training for DPS Divisions & Sections (e.g. creates lesson

plans, handouts & presentations, coordinates scheduling, assists with &/or presents training to departmental managers). Works on special assignments & other duties & projects as requested by supervisor. This position is Overtime Exempt.

**Minimum Qualifications:** 2 yrs. investigation exp. with experience corresponding to type of complaints & alleged violations appearing in job posting/approved position description; valid driver's license.

-Or 3 yrs. trg. or 3 yrs. exp. as investigator where experience does not correspond with cases/complaints/allegations to be assigned; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**Supplemental Information:**

Applicants can view the status of posted positions by logging onto the Ohio Department of Public Safety website at [http://publicsafety.ohio.gov/adm\\_hr.stm](http://publicsafety.ohio.gov/adm_hr.stm) or contact Human Resources at (614) 752-7665.

- This position may be filled by a layoff or certification eligibility list.
- A background check will be required on all selected applicants.
- A comparative analysis and/or drug-test may be a requirement of the hiring process.
- This position will be filled in accordance with the bargaining agreement if applicable

**All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.**

**\*IMPORTANT NOTE: Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.**

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

**When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.**

Job #20082658  
Investigation Supervisor 1  
KM