



CONSTRUCTION INDUSTRIES DIVISION (CID) CRIMINAL INVESTIGATOR

General Summary

CID Criminal Investigators perform professional investigative work in the enforcement of state and federal laws, rules and regulations, or the enforcement of state agency promulgated rules and regulations. They gather and documents facts, conduct interviews, examine and analyze records, and collect evidence for violations of law or agency governing statutes, rules or regulations and pursue prosecution of violators of state laws pursuant to NMRA, Rule 6-108, parts (A) and (B), including violations of the Construction Industries Licensing Act, The New Mexico LPG (Liquid Propane Gas) and CNG (Compressed Natural Gas) Act and the Manufactured Housing Act.

CID Criminal Investigator

Jobcode: M50540

Pay Band: 70

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the full performance level of the CID Criminal Investigator classification series.

Recommended Education and Experience for Full Performance

Bachelor's Degree from an accredited college or university in Criminology, Criminal Justice, Police Science or other related field with a minimum of six (6) years of experience in white/blue collar criminal investigative methods, criminal court procedures and court documentation writing or other related field, trade or profession as specified by the state agency, with a minimum of eight (8) years in prior law enforcement or handling criminal legal matters in Metropolitan/Magistrate Courts.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Criminology, Criminal Justice, Police Science or other related field, with a minimum of four (4) years of experience in criminal investigations, criminal court procedures, criminal investigative report writing and court filings. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

- Investigates and prosecutes pursuant to New Mexico NMRA, Rule 6-108, parts (A) and (B), alleged violations of state laws, rules and regulations in the New Mexico Metropolitan and Magistrate Court systems.
- Reviews and responds to complaints and allegations of violations and obtains statements regarding investigated issues. Investigates and replies to correspondence, conducts research and review of public and confidential records, and determines probable cause in preparation for court action.
- Coordinates criminal analyses and investigations and trains other investigators in investigation procedures and analysis
- Collects information and related evidence involving agreements, documents, financial records, physical aspects and other facts relating to organizational entities and/or individuals being investigated.
- Interviews and obtains signed statements and affidavits from targets, victims and witnesses; conducts tactical analysis of criminal cases and organizes large amounts of information for criminal case prosecutions.
- Prepares documents and other evidentiary items as required and prepares witnesses for trial; ~~and~~ initiates and serves legal documents, including subpoenas on witnesses.

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- Creates reports, charts, graphs and spreadsheets to reflect information gathered through interviews, investigations, reviews of public documents and research.
- Completes reports of investigations to ensure completeness and proper application of the governing laws or regulations and drafts criminal complaints, court approved plea agreements and other court required documentation to meet criminal law standards.
- Cooperates with and assists regulatory, law enforcement at federal, state and local levels and maintains contact and works with District Attorneys in coordinating investigations, gathering evidence and pursuing court action in relation to violations of state laws and testifies in courts ~~or~~ and administrative hearings providing potentially expert testimony involving investigative findings.

CID Criminal Investigator Supervisor

Jobcode: M5054S

Pay Band: 75

FLSA Status: Exempt

Distinguishing Characteristics

This is the first line supervisor of the CID Criminal Investigator classification series.

Recommended Education and Experience for Full Performance

Bachelor's Degree from an accredited college or university in Criminology, Criminal Justice, Police Science or other related field, with a minimum of seven (7) years of experience in white/blue collar criminal investigative methods, criminal court procedures, criminal investigation and court documentation writing or other related field, trade or profession as specified by the state agency and a minimum of nine (9) years in prior law enforcement or handling criminal legal matters in Metropolitan/Magistrate Courts. Must include a minimum of two (2) years of supervisory experience.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Criminology, Criminal Justice, Police Science, or other related field, with a minimum of five (5) years of experience in criminal investigations, criminology, law enforcement, criminal investigation and investigative report writing and mandatory criminal court filings. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience

Essential Duties and Responsibilities*

In addition to all Essential Duties and Responsibilities of a CID Criminal Investigator:

- Devotes a substantial portion of time assigning, coordinating and directly supervising the work of at least two (2) full time equivalent employees** and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Plans and directs complex financial/analytical investigations/criminal analyses and trains and develops staff in investigating procedures, interrogation, and criminal analysis.
- Assists administrative prosecutors at administrative proceedings as requested.
- Maintains contact with the law enforcement community.

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- Conducts and provides research on criminal activities; disseminates criminal information to support investigative operations and coordinates and provides training to law and other enforcement agencies.
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Bargaining Unit: CID Criminal Investigator: May be represented
CID Criminal Investigator Supervisor: Not represented

Statutory Requirements: N/A

Conditions of Employment: Extensive travel may be required.

Established: 12/08/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*