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Job ID	18223	Full/Part Time	Full-Time
Location	Reeves Center	Regular/Tem...	Regular
Date Opened	07/25/2022	Date Closed	08/09/2022
Area of Consideration	Open to Public	Agency	LQ
Grade	13		Alcoholic Beverage Reg Admin
Type of Appointment	MSS - Reg Appt	Department	LQ10000000
Minimum Rate	\$95,652.00		Alcohol & Beverage Cntrl Adm
Target Openings	1	Bargaining Unit	CH11
		Maximum Rate	\$133,912.00
		Available Openings	1

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General Job Information

Job Summary

This position is located in the Alcoholic Beverage Regulation Administration (ABRA), Enforcement Division. ABRA issues licenses to qualified applicants to serve or sell alcoholic beverages, monitor compliance with the District of Columbia's alcoholic beverage laws and regulations, and takes appropriate enforcement action when a business violates the District of Columbia's alcoholic beverage laws.

This position functions as one of the supervisory investigators (specifically for the Night Team) in the Enforcement Division. The incumbent is responsible for exercising full first level supervision over the day-to-day operations of the division. The incumbent works under the supervision of the Chief Investigator and/or the ABRA Director who outlines the scope, complexity, and sensitivity of assigned investigations, and relies on the incumbent to determine appropriate investigative procedures and techniques. As such, the incumbent is responsible for directing and managing the investigative staff of a unit.

Duties and Responsibilities

Provides leadership, direction, training, instructions, and policy guidance to the investigative staff. Supervises the day-to-day performance of the investigators and assures that the duties and responsibilities of the Enforcement Division are carried out according to specified guidelines and in a

manner to promote sound decision making. Responsible for planning, organizing and conducting complex investigations by developing and using specialized investigative techniques and procedures and by utilizing pertinent equipment when necessary. Plans and directs investigations to develop facts with supporting documentation in response to protest allegations against ABC establishments; citizens' complaints; police referrals, sale of alcoholic beverages to minors, and any other violation of Title 25 of the D. C. Official Code and Title 23 of the DCMR. Directs, coordinates, and reviews the investigators reports regarding investigations and inspections.

Participates with the Chief Investigator in the overall planning, coordinating, program evaluation and implementation, and budget preparation for the Enforcement Division. Acts as liaison between different government agencies. Evaluates program performance; handles minor grievances and disciplinary actions. Assists the Chief Investigator in developing instructional guidelines and training material for the continuing development of the investigators to keep them informed of changes, policies and procedures which may impact on the Enforcement Division. Responsible for providing positive and effective leadership to assure aggressive ethical enforcement, and adheres to Equal Employment Opportunity laws, policies, and principles, as well as all other District of Columbia and Federal laws. Performs other related duties as assigned.

Qualifications and Education

This position requires applicants to have at least one (1) year of specialized experience equivalent to the CS-12 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience must demonstrate the following: Investigating complex cases, directing, and coordinating investigators reports, and collecting factual information to support actions related to citizens' complaints.

A minimum of one year of experience as a supervisor in law enforcement, or criminal or administrative law, or a related field is preferred.

Bachelor's Degree from an accredited college or university in Police Administration, Law Enforcement, Criminal Justice, or a related field and or five (5) years of law enforcement, or five (5) years of regulatory, military, criminal, or administrative law experience is preferred.

Licensures, Certifications

None

Working Conditions/ Environment

Work is performed in a controlled office environment and in the field. Also, may involve some exposure to moderate risk of accidents and requires following basic safety precautions.

Physical Demands: Work is predominately sedentary; however, some walking, standing, and bending are encountered. Carrying heavy and cumbersome documents is common.

Other Significant Facts

Tour of Duty: This position requires that the incumbent work night shift from 7:30 PM to 4:00 AM, Sunday through Thursday. As a result, night work is required under this position.

Pay Plan, Series and Grade: MS-1810-13

Promotional Potential: No known promotion potential.

Duration of Appointment: This is a Management Supervisory Service (MSS) Appointment: At-will employment applies to the MSS. All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

Position Designation: This position requires a Pre-Employment Criminal Background Check. The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, **Suitability – Security Sensitive**.

Vaccination Requirement: The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, which includes all eligible booster shots, except when vaccination is not medically advised or violates your sincerely held religious beliefs in violation of EEO laws. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.