

Job Description


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Supervisory Investigator

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Job ID 28364	Full/Part Time Full-Time
Location 899 N. Capitol Street NE	Regular/Temporary Regular
Date Opened 11/25/2024	Date Closed 12/05/2024
Area of Consideration Open to Public	Agency LQ
Grade 13	Alcoholic Beverage Reg Admin
Type of Appointment MSS - Reg Appt	Department LQ1000000
Minimum Rate \$99,513.00	Alcohol & Beverage Cntrl Adm
Target Openings 1	Bargaining Unit CH11
	Maximum Rate \$139,318.00
	Available Openings 1

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General Job Information

Job Summary

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

This position functions as one of the supervisory investigators 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 ABCA Director who outlines the scope, complexity, and assigned investigations, and relies on the incumbent to determine appropriate investigative procedures and techniques. As such, the incumbent is responsible for managing and supervising 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 ensures 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, planning, organizing and conducting complex investigations by developing and using specialized investigative techniques and procedures and by utilizing pertinent laws, regulations, and policies. Plans and directs investigations to develop facts with supporting documentation in response to protest allegations against ABC establishments; 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 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 that may impact on the Enforcement Division. Responsible for providing positive and effective leadership to assure aggressive ethical enforcement, and adherence to 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 at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression. Specialized 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 in 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.

Applicants must possess a High school Diploma, 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 required.

Other Significant Facts

Tour of Duty: This position requires that the incumbent work a rotating schedule as operational needs dictate. 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 are at the pleasure of the appointing authority and may be terminated at any time with or without cause.

Position Designation: The position has been deemed security-sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background check, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of the appointment.

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.