

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

INVESTIGATIVE ASSOCIATE (A, B)

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Investigative Associate positions found in the Department of Justice, Division of Criminal Investigation Records Section. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that provide investigative assistance in the Department of Justice, Division of Criminal Investigation Records Section. These positions may provide support to Special Agents-In Charge, Special Agents, or Program and Planning Analysts.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of confidential, supervisor and/or management as defined in s. 111.81(7), (19) and (13), Wis. Stats. and as interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of time (more than 50%), perform general or paraprofessional administrative support that does not require specialized knowledge in criminal investigation procedures and are more appropriately classified as Office Associate, Office Operations Associate or Operations Program Associate.
3. Positions that, for a majority of time (more than 50%), perform professional-level investigative or analytical work and are more appropriately classified as Special Agent or Program and Planning Analyst.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITION

INVESTIGATIVE ASSOCIATE

Positions in this classification work under general supervision to independently obtain, process, and disseminate intelligence information regarding subjects of investigations, informants, etc. Duties are extensive day-to-day contact with Division of Criminal Investigation professional staff through review of investigation reports and handling of intelligence inquiries. Incumbents access a variety of resources, databases, and agencies to locate and interpret intelligence information; and perform confidential background checks for various reasons that may include pre-employment. Accuracy, discretion, good judgement, and confidentiality are vital to the integrity of investigations and safety of agents. Duties may include general program or office support work, but these duties would not be performed for a majority of the time.

Positions assist in the development, interpretation, and implementation of policies and procedures. Positions may provide training to or oversee the work of less experienced investigative associate positions.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective July 24, 2005, as a result of the Administrative Support Unit Survey and announced in Bulletin OSER-0071MRS-SC. Positions were formerly classified in the Program Assistant series.

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