

LIEUTENANT INTERNAL AFFAIRS

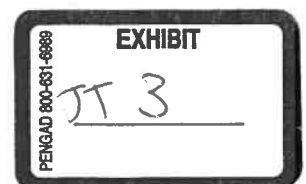
Public Safety & Corrections
Law Enforcement
Employee Investigations & Relations
Manager

7044
PSC0054504
Range 29
0714

DESCRIPTION: This is investigative and protective services work in performing internal investigations and overseeing the State Police Internal Affairs Unit. An employee in this classification oversees the work of subordinate staff. Responsibilities include coordinating and managing case investigations, grievance procedures, hearings, and disciplinary actions. Responsibilities include serving as representative for management and as a member of the management team during negotiations. Performs law enforcement responsibilities at the Lieutenant level. Work is performed under administrative direction.

REPRESENTATIVE TASKS: *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).*

- ... Listens to testimony concerning employee grievances, researches for precedents, and issues decisions where appropriate in order to settle employee issues and conflicts for the Bureau of State Police.
- ... Conducts investigations of inquiries, allegations, and complaints regarding employee performance, behavior, misconduct, and related concerns in order to resolve disputes, clarify issues, and take appropriate action.
- ... Reviews, assigns, and evaluates cases investigated and resolved by other staff in order to ensure conformance with laws, policies, and past practices.
- ... Interviews complainants, witnesses, and employees in order to determine nature of complaint and gather data.
- ... Investigates complaints of actions, conduct, or procedures, which may be contrary to law or policy in order to determine validity and initiate appropriate action.
- ... Recommends disposition of cases to superiors in order to change rules, regulations, and policies, impose fines, and/or require restitution by violators.
- ... Presents finding at hearings in order to resolve complaints.
- ... Answers inquiries in order to provide information and make referrals.
- ... Negotiates with union officials and presents management offers in order to negotiate collective bargaining contracts.
- ... Advises various State Police management of contract provisions and interpretations in order to assist them in properly applying contract to the work situation.
- ... Represents management in grievance resolution in order to present management view and secure the most favorable result possible.
- ... Meets with Superiors and Bureau management; advises and assists in proper administration of contract and general orders in order to assist management in responding to employee grievances, complaints, and related misconduct issues.



... Enforces motor vehicle and criminal statutes; prepares and presents cases for prosecution; and responds to a variety of emergencies in order perform law enforcement functions.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: *(These are required to successfully perform the work assigned).*

... Knowledge of public personnel administration and labor relations theories, principles, and practices.
... Knowledge of precedent decision cases.
... Knowledge of state Personnel Law and regulations.
... Knowledge of the collective bargaining process.
... Knowledge of State and Federal laws applicable to and enforced by the Maine State Police.
... Knowledge of State Police policies and standard operating procedures.
... Knowledge of managerial practices and principles.
... Knowledge of computer technology and electronic mail.
... Ability to employ a wide variety of law enforcement methods and techniques in resolving complex and sensitive criminal, civil, and social disputes.
... Ability to work under stressful conditions.
... Ability to analyze and interpret facts, evidence, and precedents and arrive at logical conclusions.
... Ability to negotiate contracts and settlements.
... Ability to lead and manage employees and investigations.
... Ability to establish and maintain effective working relationships.
... Ability to operate a computer within an intelligent work station.
... Ability to communicate effectively.
... Ability to write clearly and effectively.
... Ability to function objectively in an adversative relationship.
... Ability to resolve disputes.
... Ability to evaluate union proposals
... Ability to establish and maintain defensible positions in bargaining sessions.

MINIMUM QUALIFICATIONS: *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).*

Two (2) years experience as a State Police Sergeant.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).*

None.

EXAM PLAN: *(This must be successfully completed by all employees prior to attaining permanent status in this class).*

Direct Hire.