

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INVESTIGATION SUPPORT MANAGER - 1924

DEFINITION:

Under direction, to develop, plan, coordinate, and direct, through subordinate supervisors, a wide variety of pre-trial investigations for City liability and other cases; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and administers policies, objectives, standards, and procedures for the investigation support program;
- Plans, schedules, assigns, and provides overall supervision and guidance to subordinate supervisors to accomplish work programs and investigations;
- Reviews and approves lawsuit evaluations and recommendations;
- Sets priorities, allocates resources, and prepares and administers the annual budget for the investigation support program;
- Confers with and provides assistance and advice to City management, attorneys, and departments on civil liability issues;
- Selects, trains, reviews, and evaluates the work performance of subordinates;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree, **AND** five years of full-time experience investigating criminal, civil, or liability claims and performing related investigations, which must include two years of experience supervising a subordinate investigative staff.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**