

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**INVESTIGATION SUPPORT MANAGER**

**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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** five years of 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.