**Supervisory Investigator**

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<th>Job ID</th>
<th>16934</th>
<th>Full/Part Time</th>
<th>Full-Time</th>
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<td>Location</td>
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<td>Date Opened</td>
<td>04/18/2022</td>
<td>Date Closed</td>
<td>04/29/2022</td>
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<td>Department</td>
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| Type of Appointment | MSS - Reg Appt | **Job Summary**

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

This position functions as the Chief Investigator of the Enforcement Division. The incumbent is responsible for supervising three supervisory investigators and other ABRA enforcement division staff members. The incumbent works under the general administrative direction of the ABRA Director. As such, the incumbent is responsible for administering the enforcement program for ABRA under the direction of the Director in developing and understanding sound investigative practices.

**Duties and Responsibilities**

Serves as Chief Investigator of the Enforcement Division and exercises authority in the planning, organizing, staffing, directing, controlling, and evaluating performance of the Enforcement Division in meeting its objectives and goals. Creates and implements case and complaint tracking systems and reports and a case filing system. Develops and implements special policies and procedures for

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assessing the efficient, effective, and productive quality of staff performance in meeting deadlines, program goals and objectives. Meets deadlines set with the Director for projects and monthly reports. Identifies and assesses management problems, initiate appropriate investigations, and submit recommendations. Develops standard operating procedures and guidance for the Enforcement Division and collaborates with appropriate internal and external entities. Analyzes the effectiveness of the programs and procedures implemented, as well as the need for policies, procedures and changes in techniques and methods. Plans and develops the areas of responsibility regarding the annual budget for the Enforcement Division and ensures that these areas operate within the established budget.

Directs and supervises unusual, complex, or controversial investigations, monitoring investigative case developments, and advising the Director of investigatory case progress and developments. Reviews written reports of investigations and inspections by subordinates for accuracy and directs the development of additional information prior to the submission to the Board. Directs and supervises investigative activities which are primarily concerned with citizen's complaints, sales of alcoholic beverages to minors, referrals from other District agencies, primarily the Metropolitan Police Department, complaints from Councilmembers, Advisory Neighborhood Commissioners, businesses, other members of the public, and the Board. Prepares the schedule for investigators ensuring that day, night, weekends, and special events are covered as appropriate. Conducts employee background checks. Conducts investigations at the direction of the Director/ABC Board involving ABRA personnel. Assures that work assignments for the Enforcement Division are carried out in a timely and accurate manner in accordance with established policies and procedures and statutory requirements. Provides management information reports to the ABRA Director. These reports show the quality and quantity of routine work performed by the Enforcement Division. Performs other related duties as assigned.

Qualifications and Education

This position requires applicants to have at least one (1) year of specialized experience equivalent to the CS-13 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is 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 reports, and 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.

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 common.

Other Significant Facts
**Tour of Duty:** This position requires that the incumbent work a 24-hour rotating schedule as operational needs dictate. 8:15 AM – 4:45PM (Standard Tour of Duty)

**Pay Plan, Series and Grade:** MS-1810-14

**Promotional Potential:** No known promotion potential.

**Duration of Appointment:** This is a Management Supervisory Service Appointment (MSS): At-will employment applies to all MSS appointments. All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

**Position Designation:** This position requires a Pre-Employment Criminal Background Check. The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, **Suitability – Security Sensitive.**

**Vaccination Requirement:** The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

If the position you are applying for is in the Career, Management Supervisory, or Educational services at an annual salary of one hundred fifty thousand dollars ($150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout 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.