

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Special Agent In Charge

Definition

Supervises and directs peace officers and non-peace officer personnel in a designated geographic area (zone); performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Provides consultative and informative services to architects, attorneys, fire service personnel and builders regarding fire safety hazards and application of laws, rules, regulations and departmental policies.

Conducts seminars by giving lectures, guiding group discussions and conducting on-the-job training.

Examines blueprints for compliance to all fire laws, and makes approval or disapproval; renders suggestions on how to comply or improve.

Coordinates and serves as a liaison to local, state and federal law enforcement agencies in a zone to ensure that investigative and law enforcement resources are appropriately applied to criminal cases.

Conducts a training assessment of zone personnel and directs employees to attend needed training.

Evaluates equipment, supply and facility needs for zone and acquires necessary resources.

Anticipates operational changes and develops contingency plans/courses of action; resolves zone operational issues and participates in strategic planning for division.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Perceptual Speed – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Negotiation – Bringing others together and trying to reconcile differences.
- Persuasion – Persuading others to change their minds or behavior.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Graduation from an accredited college with a Bachelor's Degree in political science, business, social science, accounting, or related field.

Notes

Positions in this job class are only available by promotion within the Department of Public Safety.

Any position assigned to a detached assignment to the Commissioner's Office will remain in its current classification for the period of the detached assignment unless reclassification or other personnel action is taken. When the detachment ends, the duties of the position may be adjusted based on the needs of the State Patrol at the time the detachment ends.

Effective date: 5/23 KC