



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 5006

Phone: (701) 328-3290

DIRECTOR, BUREAU OF CRIMINAL INVESTIGATION
GRADE S

SCOPE OF WORK:

Work involves administration and management of the Bureau of Criminal Investigation (BCI) Division within the Office of Attorney General.

DUTIES PERFORMED:

- Ensure appropriate staffing levels for all services; manage staff; develop and implement work standards; implement performance management measures; provide project planning; provide for training of staff; assign work duties as appropriate.
- Develop policies and procedures, goals and objectives, and standards of performance for the efficient operation of the BCI.
- Direct staff in complex, sensitive, and complicated criminal and civil law investigations.
- Direct staff in the operation of the information services section including the state central repository for criminal history record information, BCI investigative and intelligence records system, peace officer licensing information system, Uniform Crime Reporting program, and other information systems.
- Direct staff in preparing, securing, and administering federal funds to ensure that sub-grantees and BCI are in compliance with state and federal regulations and audit requirements.
- Direct staff in the administration of the peace officer licensing and training programs for local, state, and federal peace officers; local correctional officers; and county prosecutors.
- Supervise staff in BCI involvement in homeland security issues for the State; serve as a member of the Executive Committee for the North Dakota Homeland Security Fusion Center; advise members of the Center.
- Direct staff in planning, organizing, coordinating, and implementing a statewide sex offender registration system; advise the board that ranks the offenders in the State and the Attorney General and Deputy Attorney General regarding the sex offender registration system.
- Define, analyze, and develop statewide strategy to monitor and control crime problems; establish statewide priorities for major crime and drug control programs.
- Direct staff in the preparation and monitoring of budgets and grant applications.
- Meet with criminal justice administrators, instructors, and special interest groups to determine the state's criminal justice training needs; meet with city and county officials concerning peace officer standards and licensing requirements.
- Ensure that the directives for the North Dakota Peace Officers Standards and Training Board are met.

- Serve as a member of executive task force boards throughout the State; and coordinate with city and county law enforcement officials in the establishment and operation of multi-jurisdictional task forces.
- Represent the State at local, state, and national criminal justice meetings; serve on numerous committees and boards.
- Attend and testify or make presentations on criminal justice issues to legislative committees and city/county commission boards.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and ten years of professional criminal investigation experience, six years of which must be management level experience. Must possess a North Dakota Peace Officer License and a Law Enforcement Instructor Certificate.

Eff. Date: 12/83 – Director, Criminal Justice Training and Statistics

Rev: 02/92 – Title changed to Director, Bureau of Criminal Investigation

Rev: 07/97 – Rewritten in current format

Rev: 05/06 – Grade review requested; revised scope of work, duties performed, minimum qualifications, and class evaluation

Rev: 12/10 – Revised minimum qualifications to remove specific majors

Rev: 07/12 – Conversion to Hay System