

CLASSIFICATION: DEPUTY DIRECTOR OF ENFORCEMENT

Class Code: 3081-27

Date Established: 09-02-02

Occupational Code: 3-1-5

Date of Last Revision: 6-14-13

BASIC PURPOSE: To oversee and administer all law enforcement, licensing and programmatic activities within the Division of Enforcement and Licensing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Manages all units within the Division and assumes responsibility for operational matters, including supervision of subordinate personnel in relation to discipline and task performance, reviewing promotional candidates, and providing recommendations to the Director of Enforcement.
- Coordinates the delegation of supervisory authority in the Division of Enforcement.
- Coordinates Division law enforcement activities with all levels of law enforcement and other law enforcement agencies on issues of public safety, and, when necessary, directs field efforts.
- Administers long range planning and the creation and development of short-term goals.
- Develops, implements, and evaluates law enforcement and licensure plans and programs; recommends revisions in policies and procedures to Director of Enforcement or the Commission.
- Prepares and administers Division budgetary funds and manages growth and operational costs.
- Interfaces with the press and media, public officials, elected officials and business owners.
- Performs all characteristic duties and responsibilities outlined by the class specification for Liquor Enforcement Officer/Investigator as mandated by necessity or as assigned.
- Acts in the capacity of Director of Enforcement when the Director is unavailable.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college, university or technical institute with a major study in criminal justice or the equivalent.

Experience: Seven years of experience as a Liquor Investigator or five years of experience as a Liquor Enforcement Sergeant or three years of experience as a Liquor Enforcement Lieutenant or fifteen years of experience in law enforcement, such as employment as a police and/or corrections officer. Each additional year of approved work experience, which can include full time law enforcement work or active duty in the U.S. Military, may be substituted for one year of required formal education.

License/Certification: Must hold a valid New Hampshire driver's license.

SPECIAL REQUIREMENTS:

1. Must possess police officer certification issued by the New Hampshire Police Standards and Training Council OR be in possession of police officer certification from a recognized jurisdiction.
2. Service record must be free of any major infractions of Division discipline for the past four (4) years unless waived by the Enforcement Division Director.

RECOMMENDED WORK TRAITS: Knowledge of state alcoholic beverage laws, rules, policies, and procedures. Knowledge of the methods and techniques of investigation and law enforcement. Knowledge of the principles and practices of public administration as applied to law and enforcement programs. Knowledge of the budget planning process. Ability to supervise the work of others. Ability to analyze complex law enforcement problems. Ability to express ideas clearly and concisely both orally and in writing. Ability to develop investigative and enforcement procedures and methods and make recommendations for revisions. Ability to make special investigations on confidential matters pertaining to licenses. Ability to establish and maintain effective working relationships with subordinates, other law enforcement and public officials, business and civic leaders and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.