

As a Personnel Security Investigator, you will ensure that candidates hired by the Airports Authority meet standards for integrity, suitability, and trustworthiness.

### **JOB DESCRIPTION**

- Personnel Security Investigator Term
- This is a non-career, term position.
- Works under the general supervision of the Personnel Security Investigator Supervisor.
- Serves in the Employment Standards Unit (ESU) of the Police Department in the Office of Public Safety at the West Building located at Ronald Reagan Washington National Airport.

Conducts general background and field investigations on job candidates, including verifying education and employment information; searching court, criminal, and credit records; interviewing personal references; and writing recommendation reports. Performs related functions.

### **GENERAL RESPOSNISBILITIES**

- Interviews personal references and interviews previous employers about a candidate's character, work performance, and any mitigating circumstances in connection with termination of employment. May travel to meet with former employers or references.
- Checks credit history, driving records, Federal and state criminal history, and court records. Verifies education levels and information provided on the U.S. Citizenship and Immigration Services Employment Eligibility Verification form (I-9).
- Develops candidate case file with work sheets, security forms, questionnaires, and narrative of field interviews.
- Maintains confidentiality of information in accordance with established Department policies and procedures and Virginia Code 19.2-389.2.
- Analyzes information gathered and determines whether additional information is needed.
- Prepares written report of findings and makes recommendation on suitability for employment considering the nature and severity of any adverse information related to the job to be filled.
- Assists in developing new procedures for conducting investigations.
- Attends training and meetings of law enforcement agencies and organizations for information exchange.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible specialized experience in conducting general background investigations that includes:
  - researching and verifying employment records;
  - conducting telephone and in-person investigative interviews; and
  - accessing and searching automated criminal record systems.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of and ability to obtain background information from written records and forms.
  2. Knowledge of and ability to apply investigative procedures and techniques to identify sources of information in an investigation.
  3. Knowledge of and ability to analyze background data for completeness and accuracy, follow up on gaps in information or questionable leads, and report findings.
  4. Knowledge of and skill in applying policies, procedures, regulations, and laws regarding the security and privacy of personal information to ensure that background information gathered on candidates is not compromised or misused.
- Skill in using a computer and office suite software, with emphasis on special criminal and employment information record systems, including the Virginia Criminal Investigation Network (VCIN) and National Crime Information Center (NCIC) to correctly identify candidates and extract relevant information.
  - Ability to speak and write effectively, with an emphasis on speaking in a manner that puts people at ease during the interview/questioning process.
  - Ability to make detailed analyses of data and information and make recommendations.

### **PREFERRED QUALIFICATIONS**

- Experience in conducting employment background investigations for civilian and public safety candidates.

### **EDUCATION**

- A high school diploma, a Certificate of General Education Development (GED), or an equivalent combination of education, experience, and training.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the seven years of experience. For example, an associate's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.
- Certification as a VCIN Operator from the VCIN or NCIC Operator from the NCIC or equivalent or the ability to obtain certification as a VCIN Operator within 60 days of hire, promotion, or placement in the job.

### **NECESSARY SPECIAL FACTORS**

- Drives a vehicle to attend meetings, inspect personnel and court records, and conduct interviews with employees, previous employers and personal references.
- The incumbent must meet training, re-certification, and other requirements and standards mandated by the Airports Authority, Commonwealth of Virginia, and other authorities.
- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.

- Works in a team environment.
- Deals with applicants and others who may be tense or uncomfortable during the interview.