Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Corrections Internal Affairs Investigator Lead

JOB CODE	JOB FAMILY	PROFILE
JCP433	**Legal & Compliance**	**Corrections Internal Affairs Investigator Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Corrections Internal Affairs Investigator Lead is responsible for leading and coordinating all non-Office of Professional Standards (OPS) investigations and overseeing the staff disciplinary process. Draft discipline for OPS incidents and tracking OPS timelines in addition to managing non-OPS investigations. Ensure that all processes are executed within specified timelines, while maintaining compliance with the current Collective Bargaining Agreement (CBA) and MDC policies. Draft official documentation related to staff discipline, coaching, and performance improvement, working closely with Correctional Leadership to ensure accountability measures and investigations align with MDC's standards and legal requirements.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as the lead for all non-Office of Professional Standards (OPS) investigations, including staff misconduct, performance issues, and policy violations.
- Applies appropriate and ethical investigative methods, including interviews and, when necessary, forensic techniques, to gather relevant facts.
- Conducts thorough and impartial investigations, ensuring adherence to MDC procedures and the Collective Bargaining Agreement (CBA).
- Ensures investigations are comprehensive, objective, and completed within established timelines.

- Compiles detailed investigation reports, including findings, recommendations, and necessary actions to be taken.
- Drafts and recommends appropriate disciplinary actions for staff involved in both Non-OPS and OPS incidents, ensuring that actions align with MDC policies, the CBA, and legal standards.
- Works with leadership to prepare necessary documentation for both Non-OPS and OPS-related disciplinary actions, including written warnings, suspensions, and terminations.
- Monitors and tracks the timelines of both Non-OPS and OPS investigations to ensure that all steps of the process are completed within specified time frames.
- Provides regular updates to OPS leadership and the Corrections Administrative Major on the status of Non-OPS and OPS cases, ensuring timely completion of investigations.
- Leads and coordinates the disciplinary process for MDC staff, ensuring compliance with established timelines for investigations, hearings, and resolutions.
- Maintains accurate and up-to-date records for all disciplinary actions, including warnings, suspensions, terminations, and corrective measures.
- Ensures all disciplinary actions are consistent with MDC policies, state and federal regulations, and the Collective Bargaining Agreement (CBA).
- Prepares official documentation related to staff discipline, such as written warnings, performance improvement plans, final decision memos, and coaching summaries.
- Collaborates with leadership to ensure all documentation is thorough, clear, and legally compliant.
- Ensures that documentation supports the disciplinary process and provides a defensible record of actions taken.
- Handles all matters related to employee discipline, coaching, investigations, and performance improvement with discretion, maintaining confidentiality in all communications and documentation.
- Ensures that all staff members are treated fairly and that investigations are conducted with sensitivity and respect.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in human resources, Criminal Justice, Business Administration, or a related field.
- Six (6) years of work experience in employee relations, human resources, or a related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience working in a correctional facility or similar high-security environment.
- Familiarity with unionized environments and collective bargaining agreements (if applicable).
- Knowledge of compliance, legal considerations, and regulations relevant to employee discipline in correctional facilities.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is conducted primarily in an office environment, with occasional interaction in the secure areas of the Metropolitan Detention Center.
- May require dealing with potentially challenging situations in a high-stress, correctional environment.
- Occasional evening or weekend hours may be required based on operational needs.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled include a variety of forms, reports, paperwork, writing instruments, and standard office supplies.