Investigator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INVESTIGATOR I	1350	B12	$33,840 - $49,798
INVESTIGATOR II	1351	B14	$37,144 - $55,134
INVESTIGATOR III	1352	B16	$40,918 - $61,130
INVESTIGATOR IV	1353	B18	$45,521 - $71,055
INVESTIGATOR V	1354	B20	$51,158 - $81,351
INVESTIGATOR VI	1355	B22	$57,614 - $93,138
INVESTIGATOR VII	1356	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs investigative work involving conducting investigations and interviews. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts investigations of alleged violations of laws, rules, and regulations.

Conducts background and personal history investigations, reviews records, and verifies information.

Contacts and interviews potential witnesses and complainants.

Obtains, verifies, and records evidence and documents for use in investigations.

Evaluates and summarizes investigative findings.

Prepares records, correspondence, and reports.

Assists with providing information used to draft and serve subpoenas, and making arrests.

May perform undercover or surveillance work regarding suspected violators.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VII may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the entry and journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include*

the type, scope, nature, complexity, sensitivity, and/or impact of assigned caseload and/or investigations performed. Employees at the journey-levels may independently perform the full range of work listed in the examples or may assist others in that work.

INVESTIGATOR I: Performs entry-level investigative work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures.

INVESTIGATOR II: Performs routine (journey-level) investigative work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, may occasionally assist other staff in performing work of greater complexity, and may:

- Prepare and present information to appropriate law enforcement and regulatory agencies.
- Prepare investigation case findings for presentation at administrative hearings or court proceedings.

INVESTIGATOR III: Performs moderately complex (journey-level) investigative work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may also routinely assist other staff in performing job duties of greater complexity and may:

- Recommend action based on documentation gathered during investigations.
- Present testimony and evidence at formal hearings or court proceedings.
- Collect and review evidence and data; and conduct field investigations for audits, inspections, or studies.

INVESTIGATOR IV: Performs complex (journey-level) investigative work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels, may provide guidance to other investigators, and may:

- Review investigative techniques and recommend improvements.
- Advise and/or provide training to regulated businesses.

Note: *Any senior-level employee (levels V-VII) may serve as a lead or supervisor; however, supervisory responsibilities within this job classification series will typically be found at level VI or VII, depending on the structure and size of the supervised workgroup.*

A senior-level employee may perform the full range of work identified in the levels preceding their own and/or may coordinate, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work performed, the type, scope, nature, impact, or sensitivity of the assigned project(s), caseload, and/or investigations performed. Other factors may include the employee's related experience, education, and certifications.

INVESTIGATOR V: Performs highly complex (senior-level) investigative work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Examine and investigate the business activities of entities to ensure compliance with statutory standards and regulations.
- Develop investigative techniques and/or policies and procedures for conducting investigations.
- Review and research the legal aspects of investigations and recommend action as appropriate.

INVESTIGATOR VI: Performs advanced (senior-level) investigative work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may frequently plan and organize investigative activities and may develop and provide training on investigative techniques and best practices.

INVESTIGATOR VII: Performs highly advanced (senior-level) investigative work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in their field and may work on multiple complex investigations simultaneously. They may often provide strategic direction and oversight on highly complex investigative work, including overseeing some of the most impactful investigations.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in investigative work. Graduation from an accredited four-year college or university with major coursework in criminal justice or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of investigative principles, techniques, and procedures; and court procedures, practices, and rules of evidence.

- Skill in the operation of technical equipment and detection devices, in the use of a computer and applicable software, and in mediation and negotiation techniques.

- Ability to conduct investigations; to interpret and apply laws and regulations; to work with local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; and to communicate effectively.

Additional for Investigator III – VII levels

- Ability to testify in hearings and court proceedings.

Additional for Investigator V – VII levels

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require licensure in a specialty area.