



# Investigator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INVESTIGATOR I	1351	B14	\$37,144 - \$55,134
INVESTIGATOR II	1352	B16	\$40,918 - \$61,130
INVESTIGATOR III	1353	B18	\$45,521 - \$71,055
INVESTIGATOR IV	1354	B20	\$51,158 - \$81,351
INVESTIGATOR V	1355	B22	\$57,614 - \$93,138
INVESTIGATOR VI	1356	B24	\$65,104 - \$106,634
INVESTIGATOR VII	1357	B26	\$76,530 - \$129,430

## GENERAL DESCRIPTION

Performs investigative work involving the collection, analysis, and documentation of information to support the enforcement of laws, rules, and regulations.

## DISTINGUISHING CHARACTERISTICS

The Investigator job classification series may share similarities with law enforcement roles in terms of investigative responsibilities and knowledge of the criminal justice system. However, positions within this series are typically non-commissioned, in comparison to employees classified in jobs within Salary Schedule C, who are required to be commissioned peace officers. Employees within this job classification series may specialize in criminal, administrative, regulatory, or other types of investigations, depending on the agency.

## 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.

Prepares and presents information to appropriate law enforcement and regulatory agencies.

Prepares investigation case findings for presentation at administrative hearings or court proceedings.

Provides information used to draft and serve subpoenas and making arrests.

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 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 identified within current or previous levels and may assist others in performing work of greater complexity.*

**INVESTIGATOR I:** Performs entry-level to routine (journey-level) investigative work. Works under close to moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may have limited or no experience and may rely heavily on direction from others to solve problems that are not standard or may occasionally assist other staff in performing work of greater complexity.

**INVESTIGATOR II:** 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.
- Collect, verify, and review evidence and documentation for use in investigations, audits, inspections, or studies, including conducting field investigations.

**INVESTIGATOR III:** 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:** *Senior-level employees (levels IV-VII) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at levels V, VI, or VII, depending on the structure and size of the supervised workgroup.*

*Senior-level employees may perform the full range of work identified in the levels preceding their own and 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; and 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 work experience, education, and certifications.*

**INVESTIGATOR IV:** 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.
- Present testimony and evidence at formal hearings or court proceedings.
- Review and research the legal aspects of investigations and recommend action as appropriate.
- Perform undercover or surveillance work regarding suspected violators.

**INVESTIGATOR V:** 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. Employees at this level may:

- Develop investigative techniques and/or policies and procedures for conducting investigations.
- Serve as a liaison with external entities.

***Note:** Employees at levels VI and VII may often serve as a technical/subject matter expert for specialized case types and may often work on multiple complex investigations simultaneously. Additionally, employees at these levels may testify as a subject matter expert for some of the most complex cases and may assist management with planning and directing major investigative programs. Differences in duties and authority between levels are influenced by the employing agency, specific job requirements, and whether the employee holds additional credentials, such as specialized certifications.*

**INVESTIGATOR VI:** Performs highly advanced (senior-level) investigative work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**INVESTIGATOR VII (Added 9-1-2025):** Performs highly advanced and/or supervisory (senior-level) investigative work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## 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 V – VII levels**

- Ability to testify in hearings and court proceedings; and to oversee and/or supervise the work of others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require licensure in a specialty area.