

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 6660100***

**Investigative Specialist 1, Grade 18**  
**Investigative Specialist 2, Grade 23**  
**Investigative Specialist 3, Grade 25**  
**Investigative Specialist 4, Grade 27**

Brief Description of Class Series

Incumbents of these positions investigate reported or suspected violations of law, rule or regulation relating to an agency's enforcement, regulatory, compensation award or licensing program or in support of the State's position in various types of legal actions. They use a variety of investigative techniques, including gathering and verifying of information, interviewing witnesses and complainants, reviewing electronic and paper documents, and conducting surveillance and undercover activities to obtain information and evidence. They prepare written reports of their findings, which may be used by agency management and law enforcement in support or defense of administrative, civil or criminal charges, the imposition of fines, penalties or other sanctions, and the negotiation of settlements. They may perform other tasks that support compliance with an agency's laws, rules and regulations and testify at administrative or criminal proceedings.

Investigative Specialists are classified in various State agencies and may have Peace Officer status.

Distinguishing Characteristics

*Investigative Specialist 1:* performance level; under the general direction of an Investigative Specialist 2 or other higher-level staff, independently undertakes investigations requiring extensive knowledge of a wide and varied body of laws, rules or regulations, organized criminal activity, or fraud requiring specialized knowledge and skill; or the legal, educational and medical professions licensed by New York State. They may represent the agency on joint operations with various federal, State, county and municipal law enforcement agencies, sometimes as a team leader. They may also make arrests.

*Investigative Specialist 2:* first level supervisor; under the general direction of an Investigative Specialist 3 or other higher-level staff, supervises two or more Investigative Specialists 1, and other staff as assigned; and may be assigned more

sensitive or complex investigations requiring greater knowledge and interpretation of the agency's laws, rules or regulations.

*Investigative Specialist 3:* second level supervisor; under the general direction of an Investigative Specialist 4 or other higher-level staff, supervises two or more Investigative Specialists 2 and other investigative and support staff within a unit, or geographical area. May serve as an assistant director or director of an investigative program.

*Investigative Specialist 4:* managerial level; under the general direction of higher-level staff, manages and directs the operations of a specialized program or group of investigative units headed by Investigative Specialists 2 or 3 in a central, regional or district office. May also function as director or assistant director of an investigative program.

### Illustrative Duties

#### *Investigative Specialist 1*

Performs a wide variety of enforcement, regulatory and licensing investigative activities to gather information and report facts.

Reviews assigned cases or complaints from the public to determine the section of law, rule or regulation that applies and to identify the issues and the types of information needed.

May plan the scope and method of investigation based on office policy, the accessibility of information and the seriousness of the issue.

Meets with and interviews witnesses, complainants, prospective licensees and others to obtain information relating to the investigation or to determine eligibility.

Takes statements and affidavits from individuals in an appropriate format, taking care to include a full description of the facts needed to support the investigation.

Identifies and searches public and private documents to locate persons of interest and may question others and follow leads to find such persons.

Reviews documents to extract pertinent information; and verifies information obtained by checking it with other sources.

Visits establishments to review records and ensure that they comply with laws and regulations. May assist employees, employers and others in understanding their obligations and responsibilities under these laws and regulations.

Develops leads and informants; conducts surveillance and engages in undercover work. Uses cameras, recording devices or other equipment as necessary

May arrest, confine and transport suspects of investigation and process them per established procedures.

Obtains, inventories and safeguards evidence according to agency procedures and legal requirements.

Meets and confers with law enforcement, prosecutors, and other entities to convey and obtain information relevant to an investigation, provides technical assistance and training, and develops and maintains rapport to ensure mutual cooperation in the conduct of investigations.

Participates in joint operations with local, state and federal law enforcement in connection with complex cases.

Prepares factual written reports of information gathered during an investigation; and may recommend an appropriate course of action consistent with the findings and agency policy and practices.

Discusses investigative findings and recommendations with supervisor and program specialists.

Assists with witness preparation, and fact and evidence development during trials.

Testifies at administrative hearings and criminal proceedings regarding the details of investigations and conclusions reached.

### *Investigative Specialist 2*

Performs all the duties of an Investigative Specialist 1.

Supervises two or more Investigative Specialists 1; schedules and assigns cases to subordinate staff based on program priorities and individual workloads and abilities.

Plans scope and method of investigation, and coordinates field activities of assigned staff. Coordinates investigations with other agency staff or external entities.

Provides guidance and assistance to Investigative Specialists 1 in gathering and evaluating information and evidence. Discusses the progress of cases with staff to ensure that performance standards are being met.

Reviews completed investigation reports for adequacy of coverage, quality of findings, and soundness of recommendations and/or makes recommendations consistent with findings and agency policy and practice.

Prepares periodic status reports for agency program and management staff.

May personally investigate difficult and sensitive investigations and participate in interagency taskforces.

### *Investigative Specialist 3*

May perform any duty assigned to an Investigative Specialist 1 or 2.

Supervises two or more Investigative Specialists 2 and other staff; and determines investigative priorities and staff assignments.

Establishes and implements unit procedures and protocols. Reviews new directives, procedures, and policies to determine the effect on program operations and makes any necessary adjustments.

Reviews the investigative findings and recommendations of staff regarding penalties, prosecutions, and the closing and reopening of cases and proceeds accordingly.

Coordinates investigator and witness statements and testimony.

Prepares reports detailing unit activities, workload, and personnel requirements; evaluates the training needs of the unit.

### *Investigative Specialist 4*

May perform any duty assigned to an Investigative Specialist 1, 2 or 3.

Manages all the investigative activities relating to designated program including both administrative and technical supervision over all assigned units or geographical areas.

Advises and reports to agency management on investigative and related matters, ensures that program goals and productivity standards are met.

Recommends, formulates and implements investigative program policies, procedures, methods and guidelines.

Coordinates investigations with other agency investigative and program staff.

Prepares reports detailing unit activities, workload, and personnel requirements; and evaluates the training needs of the investigative for consideration by agency management.

## Minimum Qualifications

### *Investigative Specialist 1*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or a related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

### *Investigative Specialist 2*

Promotion: one year of service as an Investigative Specialist 1.

### *Investigative Specialist 3*

Promotion: one year of service as an Investigative Specialist 2.

### *Investigative Specialist 4*

Promotion: one year of service as an Investigative Specialist 3.

## Attachment

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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## Parenthetic Attachment

Investigative Specialists perform a wide variety of duties. Investigative Specialist parentheses are classified when the majority of a given position's duties and responsibilities emphasize a particular specialty or body of laws, rules and regulations. Candidates may be required to meet the requirements for Peace and or Police Officer status, and physical/medical standards.

*Investigative Specialist 1, 2 and 3 (Beverage Control):* these positions exist only in the Division of Alcoholic Beverage Control/State Liquor Authority. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the Alcohol Beverage Control Law, rules and regulations governing establishments licensed by the agency. These positions have Peace Officer status.

*Investigative Specialist 1, 2, 3 and 4 (Cannabis):* these positions exist only in the Office of Cannabis Management. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing cannabis operations, including but not limited to cultivation, processing, distribution, and sales in accordance with Cannabis Law. These positions have Peace Officer status.

*Investigative Specialist 1, 2, and 3 (Financial Fraud):* these positions exist only in the Department of Financial Services. Incumbents supervise or manage investigations related to the administration and enforcement of the laws, rules and regulations pertaining to alleged fraud involving financial entities. These positions have Peace Officer status.

*Investigative Specialist 1, 2, 3 and 4 (Labor Standards):* these positions exist only in the Department of Labor's Division of Labor Standards. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of laws, rules and regulations of worker protection laws covering minimum wage and overtime payments, payment of fringe benefits, meal period requirements, farm labor rules, child labor restrictions, employment of minors, garment industry employment conditions, paid sick leave, hospitality industry, and other applicable labor laws. These positions negotiate terms of settlement; compute underpayment of wages and civil penalties; and provide information to the public by answering questions or presenting information about Labor laws.

*Investigative Specialist 1, 2, 3 and 4 (Law):* these positions exist only in the Department of Law. Incumbents supervise or manage the performance of investigations necessary to support the State's position in various types of legal actions concerning the laws, rules and regulations of State agencies.

*Investigative Specialist 2, 3 and 4 (Medicaid):* these positions exist in the Office of the Medicaid Inspector General and the Department of Health. Incumbents supervise

or manage investigations related to the administration and enforcement of the laws, rules and regulations pertaining to Medicaid fraud and abuse.

*Investigative Specialist 1, 2, 3 and 4 (Motor Vehicle):* these positions exist only in the Department of Motor Vehicles. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing motor vehicle sales, registration, licensing, and disposal. These positions have Peace Officer status.

*Investigative Specialist 1 and 2 (Narcotics):* these positions exist only in the Department of Health. Incumbents supervise or manage the performance of investigations relating to the trafficking of controlled substances according to the rules and protocols established by the Bureau of Narcotic Enforcement. These positions have Peace Officer status.

*Investigative Specialist 2, 3 and 4 (Professional Conduct):* these positions exist in the Departments of Education and Health. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing professions licensed by these agencies.

### Minimum Qualifications

#### *Investigative Specialist 1 (Beverage Control)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Candidates will be required to meet the requirements for Peace Officer status, and physical/medical standards.

#### *Investigative Specialist 2 (Beverage Control)*

Promotion: one year of service as an Investigative Specialist 1 (Beverage Control).

#### *Investigative Specialist 3 (Beverage Control)*

Promotion: one year of service as an Investigative Specialist 2 (Beverage Control).

### *Investigative Specialist 1 (Cannabis)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Candidates will be required to meet the requirements for Peace Officer status, and physical/medical standards.

### *Investigative Specialist 2 (Cannabis)*

Promotion: one year of service as an Investigative Specialist 1 (Cannabis).

### *Investigative Specialist 3 (Cannabis)*

Promotion: one year of service as an Investigative Specialist 2 (Cannabis).

### *Investigative Specialist 4 (Cannabis)*

Promotion: one year of service as an Investigative Specialist 3 (Cannabis).

### *Investigative Specialist 1 (Financial Fraud)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or a related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Candidates will be required to meet the requirements for Peace Officer status and physical/medical standards.

*Investigative Specialist 2 (Financial Fraud)*

Promotion: one year of service as an Investigative Specialist 1 (Financial Fraud).

*Investigative Specialist 3 (Financial Fraud)*

Promotion: one year of service as an Investigative Specialist 2 (Financial Fraud).

*Investigative Specialist 1 (Labor Standards)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or a related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

*Investigative Specialist 2 (Labor Standards)*

Promotion: one year of service as an Investigative Specialist 1 (Labor Standards).

*Investigative Specialist 3 (Labor Standards)*

Promotion: one year of service as an Investigative Specialist 2 (Labor Standards).

*Investigative Specialist 4 (Labor Standards)*

Promotion: one year of service as an Investigative Specialist 3 (Labor Standards).

*Investigative Specialist 1 (Law)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or a related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology,

criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Candidates will be required to meet physical/medical standards.

*Investigative Specialist 2 (Law)*

Promotion: one year of service as an Investigative Specialist 1 (Law).

*Investigative Specialist 3 (Law)*

Promotion: one year of service as an Investigative Specialist 2 (Law).

*Investigative Specialist 4 (Law)*

Promotion: one year of service as an Investigative Specialist 3 (Law).

*Investigative Specialist 2 (Medicaid)*

Promotion: one year of service as an Investigative Specialist 1.

*Investigative Specialist 3 (Medicaid)*

Promotion: one year of service as an Investigative Specialist 2 (Medicaid).

*Investigative Specialist 4 (Medicaid)*

Promotion: one year of service as an Investigative Specialist 3 (Medicaid), or two years of service as an Investigative Specialist 2 (Medicaid).

*Investigative Specialist 1 (Motor Vehicle)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Candidates will be required to meet the requirements for Peace Officer status, and physical/medical standards.

*Investigative Specialist 2 (Motor Vehicle)*

Promotion: one year of service as an Investigative Specialist 1 (Motor Vehicle).

*Investigative Specialist 3 (Motor Vehicle)*

Promotion: one year of service as an Investigative Specialist 2 (Motor Vehicle).

*Investigative Specialist 4 (Motor Vehicle)*

Promotion: one year of service as an Investigative Specialist 3 (Motor Vehicle).

*Investigative Specialist 1 (Narcotics)*

Open Competitive: six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or a related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Candidates will be required to meet the requirements for Peace Officer status and physical/medical standards.

*Investigative Specialist 2 (Narcotics)*

Promotion: one year of service as an Investigative Specialist 1 (Narcotics).

*Investigative Specialist 2 (Professional Conduct)*

Promotion: one year of service as an Investigative Specialist 1.

*Investigative Specialist 3 (Professional Conduct)*

Promotion: one year of service as an Investigative Specialist 2 (Professional Conduct).

*Investigative Specialist 4 (Professional Conduct)*

Promotion: one year of permanent as an Investigative Specialist 3 (Professional Conduct).