

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

Classification Standard

Occ. Code 6673000

Compliance Assistant, Grade 11

Brief Description of Class

Compliance Assistants assist professional investigators with conducting investigations of retail grocers suspected of defrauding nutrition programs. Incumbents of these positions collect evidence, review reports, and assist professional staff with preparing for administrative and criminal hearings for assigned investigations. Positions are only classified in the Department of Health's Division of Nutrition.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

Compliance Assistant: full performance level; reporting to an Investigator, assists with conducting field investigations of retail grocers suspected of defrauding nutritional programs; assists with collecting and processing evidence; and provides administrative support to professional staff.

Illustrative Tasks

Poses as a Women, Infants, and Children (WIC) program participant and redeems WIC checks for approved foods to determine if vendors are compliant with State and federal regulations.

Assists professional staff with drafting investigative reports after investigations.

Maintains a chain of custody for evidence.

Donates food purchased over the course of the investigatory process to charitable organizations, and secures signatures of proof for donated items.

Assists professional investigative staff with preparing for administrative and criminal hearings by collecting and reviewing information obtained through vendor visits.

Minimum Qualifications

Compliance Assistant

Non-Competitive: Two years of experience performing paraprofessional duties assisting in the conduct of investigations; or two years of paraprofessional experience in a health or human service agency at the state or local level, such as community relations or outreach representative activities related to health or human services provided to minority or low-income populations.

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.

Date: 12/2020

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