

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

Classification & Salary Guidelines

Occ. Code 6604800

Assistant Chief Investigations, NS	M-1, M-2, M-3	6604800
Deputy Chief Investigator, NS	M-1, M-2, M-3	6625200
Chief Investigations, NS	M-2, M-3, M-4, M-5	6604900
Director Investigations, NS	M-2, M-3, M-4, M-5	2415700

Brief Description of Class

Incumbents in these titles plan and direct investigations under the general direction of an agency executive.

Distinguishing Characteristics

These titles have similar duties and responsibilities. Chiefs Investigations and Directors Investigations typically function as an overall director of agency investigative programs; Assistant Chiefs Investigations and Deputy Chiefs Investigations typically function as an overall assistant director of agency investigative programs or supervise investigative units within an assigned region.

Factors that determine the number and level classified include: size of the agency (small, medium, large, largest); size, complexity, and variety of investigations overseen; scope of the laws, rules, and regulations and the specialized knowledge required to understand and determine the facts; and number and level of subordinate professional staff dedicated to investigations.

M-1: found at small to medium size agencies over small to medium size investigative programs; supervises a moderate size and level of staff.

M-2: found at medium size agencies over medium size investigative programs; supervises a moderate size and level of staff.

M-3: found at medium to large size agencies over medium to large investigative programs; supervises a moderate size and level of staff.

M-4: found at the largest agencies over large investigative programs; supervises a moderate to large size and level of staff.

M-5: found at the largest agencies over the largest investigative programs; supervises a large and high-level staff.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

- Plan and monitor investigations; identify trends; and prepare short- and long-term plans, policies, and procedures to improve operations.
- Develop and implement quality controls in regard to investigations.
- Advise executive staff on legal, policy, and legislative matters affecting investigations.
- Supervise staff by planning and directing training, and evaluating performance.
- Draft reports and correspondence on investigative activities.
- Make recommendations to align staffing and program goals with agency strategic plan, vision, and legislative mandates.
- Establish and maintain relationships with law enforcement agencies, State agencies' investigative offices, and other entities.

Minimum Qualifications

M-1: Bachelor's degree and four years of relevant experience.*

M-2: Bachelor's degree and five years of relevant experience.*

M-3: Bachelor's degree and six years of relevant experience.*

M-4: Bachelor's degree and seven years of relevant experience.*

M-5: Bachelor's degree and eight years of relevant experience.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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