

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

Classification Standard

	Occ. Code	6632100
Internal Investigator 1 (OCFS), Grade 18		6632100
Internal Investigator 2 (OCFS), Grade 23		6632200

Brief Description of Class Series

Internal Investigators (OCFS) investigate and/or supervise the investigation of allegations involving employee misconduct, fraud, abuse, and corruption within the Office of Children and Family Services (OCFS) or its funded programs. Incumbents perform field surveillance activities; conduct interviews and interrogations; gather information and evidence; prepare investigative reports; work collaboratively with various parties to ensure that investigations are completed in a timely and appropriate manner; and provide testimony at arbitration hearings to support investigation outcomes.

These positions are only classified at OCFS.

Distinguishing Characteristics

Internal Investigator 1 (OCFS): full performance level; under the supervision of an Internal Investigator 2 (OCFS), conducts investigations involving allegations of employee misconduct, fraud, abuse, and/or corruption within OCFS or its funded programs.

Internal Investigator 2 (OCFS): supervisory level; supervises a unit of Internal Investigators 1 (OCFS); and serves as the lead investigator on difficult and sensitive cases.

All positions are in the non-competitive jurisdictional class.

Related Classes

Internal Investigators (Justice Center) conduct investigations involving allegations of physical and financial abuse, neglect, and death of vulnerable persons.

Internal Investigators (OPWDD) conduct investigations involving allegations of employee abuse and neglect of individuals with developmental disabilities in programs

operated or certified by the Office for People With Developmental Disabilities.

Illustrative Duties

Internal Investigator 1 (OCFS)

Formulates plans, processes, and timetables to conduct accurate, complete, and thorough investigations within OCFS-specified timeframes.

Prepares for and conducts interviews and obtains sworn statements on matters arising from investigations conducted.

Gathers, documents, and preserves information and evidence related to investigations; engages in field activity, including surveillance and the collection and preservation of physical evidence.

Writes narrative reports to communicate investigative results to appropriate parties.

Works with OCFS facilities, programs, and Labor Relations staff to ensure investigations are completed fairly and on time.

Reviews internal fraud and abuse controls and conducts test audits to assess effectiveness and efficiency.

Conducts investigations of excessive force and child abuse allegations involving OCFS employees in a confidential manner.

Interrogates State employees following stipulations of the collective bargaining agreements.

Makes recommendations to supervisor and Labor Relations regarding possible violations of OCFS policy and procedures.

Provides testimony at arbitration hearings to support investigative outcomes.

Internal Investigator 2 (OCFS)

Provides supervision, coordination, and evaluation of assigned Internal Investigators 1 (OCFS).

Monitors subordinate caseloads to ensure cases are handled in a timely and appropriate manner.

Reviews interview and interrogation reports to ensure they are complete and properly conducted.

Trains new employees in required investigative processes and techniques.

Provides direction to staff on new policies, procedures, and investigative strategies.

Serves as lead investigator for complex or sensitive cases.

Ensures the confidentiality of all information gathered during investigations.

May perform all the duties and responsibilities of Internal Investigator 1 (OCFS).

Minimum Qualifications

Internal Investigator 1 (OCFS)

Non-competitive: four years* of investigative experience** AND completion of a two-year traineeship; or six years* of investigative experience**.

Internal Investigator 2 (OCFS)

Non-competitive: seven years* of investigative experience**.

*Substitution: an associate degree may substitute for two years of investigative experience; or a bachelor's degree may substitute for four years of investigative experience.

**Investigative experience is defined as independent investigative experience and includes the following activities: interviewing and interrogating witnesses; collecting and analyzing data and evidence; writing and summarizing case narratives; and testifying at administrative hearings and criminal proceedings.

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: 1/2026

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