

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

Classification & Salary Guidelines

Occ. Code 2823000

Investigative Auditor, NS

14, 18, 23, M-1

2823000

Brief Description of Class

Incumbents conduct audits, reviews, and investigations. The positions interview witnesses; participate in surveillance operations and the execution of warrants; and may testify in court.

Distinguishing Characteristics

The levels of Investigative Auditor are distinguished by size, complexity, and variety of audits and investigations as evidenced by the 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 audits and investigations.

14: entry-level; under the general direction of a higher-level investigator, performs investigative and auditing activities to gather information and evidence and prepares written reports of findings.

18: independently undertakes audits and 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; typically non-supervisory.

23: performs the more sensitive or complex audits and investigations requiring greater knowledge and interpretation of the agency's laws, rules or regulations; and supervises a small audit and investigative staff.

M-1: conducts the most complex audits and investigations requiring the greatest knowledge and interpretation of the agency's laws, rules or regulations; and supervises a sizeable number of auditors and investigators within a unit or geographical area.

Illustrative Duties

- Review 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.
- Conduct reviews from an audit standpoint of suspected or alleged wrongdoing.
- Conduct focused review projects, including reviews for over contributions.
- May plan the scope and method of investigation based on office policy, the accessibility of information and the seriousness of the issue.
- Meet with and interview witnesses, complainants, and others to obtain information relating to the investigation.
- Take statements and affidavits from individuals in an appropriate format, taking care to include a full description of the facts needed to support the investigation.
- Review documents to extract pertinent information; and verify information obtained by checking it with other sources.
- Develop leads and informants; conduct surveillance and engage in undercover work. Use cameras, recording devices or other equipment as necessary.
- Obtain, inventory, and safeguard evidence according to agency procedures and legal requirements.
- Meet and confer with law enforcement, prosecutors, and other entities to convey and obtain information relevant to an investigation, provide technical assistance and training, and develop and maintain rapport to ensure mutual cooperation in the conduct of investigations.
- Participate in joint operations with local, state, and federal law enforcement in connection with complex cases.
- Prepare 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.
- Discuss investigative findings and recommendations with supervisor and others.
- Assist with witness preparation, and fact and evidence development during trials.
- Testify at administrative hearings and criminal proceedings regarding the details of investigations and conclusions reached.
- Develop and implement strategies for conducting proactive systematic reviews of State agency policies and procedures.
- May supervise staff.

Minimum Qualifications

14: bachelor's degree.*

18: bachelor's degree and two years of relevant experience.*

23: bachelor's degree and three years of relevant experience.*

M-1: bachelor's degree and four 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.

09/2021