

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

Classification & Salary Guidelines

***Occ. Code 6648100***

**Investigator State Inspector General, NS**

**18, 23, M-1**

**6648100**

Brief Description of Class

Incumbents conduct investigations of employees, contractors, and other parties regarding suspected cases of fraud, waste, or abuse of public resources.

Distinguishing Characteristics

The levels of Investigator State Inspector General are distinguished by size, complexity and variety of investigations as evidenced by the depth and scope of the laws, rules, and regulations and the specialized knowledge required to understand and determine the facts; reporting relationship; and number and level of subordinate professional staff dedicated to investigations.

18: independently undertakes investigations requiring knowledge of a wide and varied body of laws, rules or regulations, or fraud requiring specialized knowledge and skill; typically non-supervisory.

23: typically supervises a small investigative staff and is assigned the more sensitive or complex investigations requiring greater knowledge and interpretation of the agency's laws, rules or regulations, or conducts the more complex investigations requiring high level knowledge and interpretation of the agency's laws, rules or regulations.

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

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.
- 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.
- 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 program specialists.
- 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.

### Minimum Qualifications

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.

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