

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

Classification & Salary Guidelines

***Occ. Code 6684300***

**Racing Investigator, NS**

**18, 23, M-1**

**6684300**

Brief Description of Class

Incumbents investigate reported or suspected violations of law, rule or regulation relating to New York racing laws and Gaming Commission rules, regulations, and directives.

Distinguishing Characteristics

The levels of Racing Investigator are distinguished by size, complexity, and variety of investigations as evidenced by the scope of the laws, rules, and regulations and the specialized knowledge required; reporting relationship; scope of responsibility; and number and level of subordinate professional staff dedicated to investigations.

18: independently undertakes 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: handles the more sensitive or complex investigations requiring greater knowledge and interpretation of the agency's laws, rules or regulations, or is assigned the most complex investigations; and typically supervises a small investigations staff.

M-1: typically supervises a sizeable number and higher level of investigations staff within a unit or geographical area; and may serve as an assistant director or director of an investigative program.

Illustrative Duties

- Perform a wide variety of enforcement, regulatory, and licensing investigative activities to gather information and report facts.
- 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, prospective licensees and others to obtain information relating to the investigation or to determine eligibility.
- 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.
- Identify and search public and private documents to locate persons of interest and may question others and follow leads to find such persons.
- Review documents to extract pertinent information; and verify information obtained by checking it with other sources.
- Visit establishments to review records and ensure that they comply with laws and regulations. May assist employees, employers and others in understanding their obligations and responsibilities under certain laws and regulations.
- 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 and submit factual written reports of information gathered during an investigation for the Gaming Commission; 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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