

INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing investigations of personnel related matters that have been reported to the Personnel Officer in accordance with policy. The purpose of the investigation work is to gather information that would determine a violation of policy or applicable law. The work requires a high degree of confidentiality. Supervision is received from the Personnel Officer. Considerable leeway is allowed for the exercise of independent judgment in the details of the work. Supervision is not exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Investigates complaints of alleged discrimination, Sexual Harassment, Workplace Violence and/or other complaints as requested by the Personnel Officer;

Conducts investigations, to include interviewing and questioning involved parties and conducting fact-finding, field investigations to gather and verify all pertinent information;

Maintains a caseload of alleged complaints, collecting information, counseling complainants and recommending decisions;

Thoroughly documents and compiles reports of findings, including recommendations based on investigative findings for addressing violations of any County policies, procedures or processes;

May assist in the preparation and presentation of cases for hearings and may testify as to findings in line with outcomes of investigations;

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May be responsible for the preparation of statistical reports and other assignments as directed;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in preparing work assignments.

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of investigative techniques, practices and methods; good knowledge of interviewing techniques; skill in eliciting information from people; ability to maintain records and prepare narrative reports; skill in the development and negotiation of remedies; ability to plan and carry out an investigation; ability to research and evaluate information on an objective basis; ability to understand written material; ability to gather and analyze data and recommend decisions; ability to communicate effectively, both orally and in writing; ability to establish and maintain a rapport with clients; ability to get along well with others; skill in the use of automated information systems including word processing, e-mail, spreadsheets, calendar and database software; willingness to perform field work and to work, on occasion, unusual hours; honesty; tact; and confidentiality.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five (5) years as a police officer; or five (5) years fulltime experience in a related profession involving the investigation of employee complaints as they relate to discrimination, harassment and workplace

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violence investigations.

SPECIAL REQUIREMENT: *Because this position requires considerable field-work, a candidate must either possess a valid New York State Driver License or demonstrate an ability to meet the travel requirements of the position.*

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Originated: 3/4/2020
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/10/2023