

SUPERVISING INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating and supervising investigative personnel from assigned units in the Division of Health and Family Services. The Supervising Investigator works under the general supervision of the Coordinator of the Child Support Enforcement Unit with leeway for independently performing most of the duties of the position. Supervision is exercised over assigned investigative and clerical support staff. The position will involve conducting field investigations as needed.

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.*

Studies and interprets Social Services Laws, Rules, and Regulations and coordinates a variety of investigation functions;

Assigns work, directs, and supervises subordinate investigators and clerical support staff;

Consults with investigators to plan for subsequent investigation measures;

Participates in the development and implementation of effective controls regarding the receipt and accounting for funds collected by operating units of the Department of Family Services;

Oversees and investigates alleged or indicated recipient or vendor fraud and conducts investigations to locate persons responsible for the financial support of children;

Conducts field visits to investigate and secure evidence for use by legal staff in prosecuting fraud, attaching resources, or collecting financial support for children;

Assist in the prosecution of fraud and support cases as needed;

Provides training to subordinate staff and evaluates staff performance;

Assists in performing special investigations of a confidential nature as needed;

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Maintains spreadsheets and database and provides reports as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of investigative techniques used in evaluating financial practices and resources; good knowledge of the advanced investigative techniques; good knowledge of fundamental concepts used in conducting field investigations; good knowledge of interviewing principles and practices; good knowledge of State Social Services Law and related laws and regulations controlling the administration of programs and the enforcement of support obligations; ability to plan and supervise the work of others; ability to analyze and evaluate information and/or evidence and to draw conclusions from information and evidence; ability understand and interpret written material; status of vendors and individuals; ability to recall information presented in verbal form; ability to be courteous but firm with the public; ability to develop materials for legal actions according to prescribed regulations; ability to present ideas clearly both orally and in writing;

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a bachelors degree and two (2) years of field investigation experience; or
- (B) Six (6) years of field investigation experience; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

Special requirements for appointment: An employee in this position must be bondable and must possess a valid New York State driver's license.

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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A