

**GENERAL DESCRIPTION OF CLASS**

The INVESTIGATOR 1 inspects the premises of businesses that require a license or certificate to operate. The Investigator 1 also periodically inspects those operations to enforce licensing or certification standards and investigates to find those operating without proper licensing or certification.

**DISTINGUISHING FEATURES**

This class is the first of a four level series. Primary emphasis on inspection of operations and facilities and identification of those operating without proper licensing or certification distinguishes it from the higher level. At this level, investigations tend to result from a specific case or incident and are more oriented toward gaining regulatory compliance.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

**1. Inspections**

Inspects premises and equipment of establishments for compliance with applicable laws and rules governing operating procedures, record keeping, sanitation and safety. May collect samples of chemicals or products used in the business for testing.

Inspects new facilities before licensure to assure they meet licensing requirements. If a violation exists, gathers needed information and documents findings. As needed, issues citations with explanation to practitioner in charge. Prepares inspection reports.

**2. Investigations**

Appraises suspicious situations found during inspections or investigates specific complaints to decide jurisdiction and suitable action. Interviews complainant, manager or licensee of the facility, reviews records and observes activities to obtain evidence.

Follows up on tips or suspicious records patterns to find individuals or businesses operating without required license or certificate. Determines requirement under law or rule for license or certificate, identifies actions needed to get license or certification, and computes penalties for non-compliance.

Prepares reports of findings. Works with district attorneys, public officials, and law enforcement officers, as necessary.

**3. Information and Assistance**

Explains rules, policies, procedures, and programs to licensees and the public. Gives technical assistance in detection, prevention, and correction of non-compliance with agency rules and regulations or governing statutes.

**RELATIONSHIPS WITH OTHERS**

The Investigator 1 has regular daily telephone and in-person contact with the public, licensees and their representatives to exchange information, explain requirements and resolve problems. The employee has occasional in-person and telephone contact with staff of other federal and state agencies, and law enforcement agencies, to exchange information, discuss concerns, and resolve problems.

**SUPERVISION RECEIVED**

The Investigator 1 works under general supervision. An administrative superior assigns inspections or investigations and reviews reports for thoroughness and accuracy. Employees use various statutes, rules, investigation standards and manuals for guidance in their work.

**KNOWLEDGE AND SKILLS (KS)**

Basic knowledge of state laws, rules and regulations applicable to the industry being inspected.  
Basic knowledge of record keeping requirements for licensees.  
Basic knowledge of industry equipment and sanitary practices.  
Basic knowledge of industry operating procedures

Skill in applying and enforcing pertinent laws, rules and regulations.  
Skill in conducting inspections.  
Skill in preparing detailed inspection or investigation reports.  
Skill in oral communication to explain requirements or conduct fact finding interviews.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 7/97

Revised

STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division