INVESTIGATOR 2 5232

GENERAL DESCRIPTION OF CLASS

The INVESTIGATOR 2 investigates suspected violations of the employing agency's laws, administrative rules, and policies or the financial and personal background of individuals or principals of businesses seeking licensure from the employing agency.

DISTINGUISHING FEATURES

This class is the second level of a four level series. The primary emphasis on investigation of fraudulent or other illicit activity distinguishes it from the lower level. There is little inspection done by positions at this level. Investigations, including financial investigations, that typically deal with issues specific to the employing agency's regulations and generally lead to administrative hearings or civil prosecutions distinguish it from the higher level.

DUTIES AND RESPONSIBILITIES

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

1. Case Review

Receives investigation or license request referral and any supporting information. Identifies legal issues, decides jurisdiction and plans the scope, timing, and direction of the inquiry. As appropriate, refers to other law enforcement or regulatory jurisdictions. Confers to clarify jurisdiction or identify additional pertinent information needed. Identifies principals and witnesses to be interviewed and records or other evidence to be examined.

2. Investigation

Gathers and preserves evidence and conducts fact finding according to the rules of evidence. Questions individuals, observes activities, and collects physical evidence. Reviews business and financial records to get needed information. If needed, requests and serves search warrants and subpoenas. Coordinates examination of case principals or evidence with specialized professionals (e.g., polygraph examiners, fingerprint experts, or questioned documents examiners).

Completes investigation including addressing each distinct issue and any new issues that arise during the investigation. Decides when information and evidence obtained is sufficient. Recommends approval or denial of license or referral of case for civil or criminal action or proposal for resolution. Presents approved modified license approvals or settlement proposals to involved parties and convinces them to accept resolution. Writes investigation report sufficient for use at an administrative hearing or in court. Testifies as necessary.

3. Miscellaneous

Gives technical help and training to agency personnel. Drafts proposed changes in rules, policies, procedures, and statutes to improve enforceability. Explains agency services, rules, policies, procedures, and statutes to the public during investigative contacts. Does special studies about compliance or noncompliance with agency rules, policies, procedures, and statutes.

RELATIONSHIPS WITH OTHERS

The Investigator 2 has daily in-person and telephone contact to get information from subjects of the investigation, and others who may have information relevant to the investigation. The employee has periodic in-person and telephone contact to exchange information with representatives of other regulatory or law enforcement agencies, agency clients, and the public. The employee has periodic contact with Hearings Referees, those being investigated or their representatives while giving information at administrative hearings.

SUPERVISION RECEIVED

The Investigator 2 works under general supervision. Periodic work review occurs through meetings with the investigator or review of reports of completed investigations. Work review is for timeliness, accuracy, and conformance with agency rules, policies, guidelines, governing statutes, and rules of evidence.

KNOWLEDGE AND SKILLS (KS)

Basic knowledge of the principles, methods, and laws of investigation such as determining plan of inquiry, interviewing, surveillance, and interrogation.
Basic knowledge of the rules of evidence, including legal sources of obtaining information, chain of custody and legal sufficiency of evidence.
Basic knowledge of common business practices and records, including financial records.

Skill in evaluating information to determine source and cause of error.
Skill in interviewing to obtain information and explaining pertinent provisions of the law orally.
Skill in testifying.
Skill in preparing written reports.
Skill in analyzing conflicting allegations, testimony, and documentary records.
Skill in evaluating complaint, identifying legal issues, and determining jurisdiction.
Skill in applying relevant precedents, laws, and rules.

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