

**TITLE OF GROUP OF CLASSES: CHIEF FIELD INVESTIGATOR**

<b>TITLE OF CLASSES IN GROUP</b>	<b>Class Code:</b>	<b>EO:</b>
<b>GENERAL</b>	<b>024435501</b>	<b>C</b>
<b>MOTOR VEHICLES</b>	<b>02435503</b>	<b>A</b>
<b>MENTAL HEALTH</b>	<b>02435504</b>	<b>B</b>

**Pay Grade: 24A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To direct the work of employees of a unit or section of a state department or agency engaged in the performance of important field investigatory work in the enforcement of laws and regulations which are the responsibility of the unit or section concerned: and to do related work as required.

**SUPERVISION RECEIVED:** General procedures are outlined and policies are dictated by superior; specific instructions are rarely received but unusually difficult problems that are encountered are subject to consultation with superior; work is subject to, but does not always receive, review by superior.

**SUPERVISION EXERCISED:** Plans, directs and reviews the work of subordinates engaged in investigatory and related duties.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In a unit or section of a state department or agency, to plan, coordinate and supervise the work of employees engaged in such duties as:

performing important field investigatory work in the enforcement of laws and regulations; investigating the resources of patients of state institutions and their legal relatives to establish their ability to contribute financially toward the patient's care while under treatment; investigating disability claims to ascertain their validity; investigating public assistance recipients to determine whether eligibility for assistance has been established in accordance with current rules and regulations; and performing investigations and inspections in connection with the enforcement of state motor vehicle laws; investigating alleged abuses of patients at the IMH by obtaining and ascertaining facts by personal contact and observation.

To personally perform tasks of a particularly complex or responsible nature.

To review the reports of subordinates and initiate appropriate administrative action thereon.

To attend and testify at hearings.

To make regular and special reports.

To handle correspondence.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, techniques, methods and investigation of law enforcement; the ability to plan, supervise and review the work of a staff engaged in field investigations to determine compliance with laws and regulations; the ability to ascertain facts by personal contact and observations and the examination of reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position involving complex and important field and office investigatory work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 28, 1988

Editorial Review: 3/15/03