

CLASS TITLE:

FIELD INVESTIGATOR

Class Code: 02435200
Pay Grade: 16A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform field investigations and/or inspections of a non-technical nature in enforcing compliance with state laws and regulations not requiring specialized knowledge other than that which may be acquired through on-the-job training in the specific regulatory, investigational or inspectional activity involved; to ascertain facts, obtain evidence, and report violations or other findings; to explain the requirements of pertinent statutes and regulations to persons involved in such investigations and/or inspections; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom specific instructions are received and who evaluates the work through the review of reports, conferences and field visits.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform field investigations and/or inspections of a non technical nature in enforcing compliance with state laws, rules and regulations not requiring specialized knowledge other than that which may be acquired through on-the-job training in the specific regulatory, investigational or inspectional activity involved, including the following or such other activity as may be required: To conduct investigations of the financial resources of patients in state institutions and of their legal relatives to establish the ability to contribute financially toward the care of the patient.

To conduct investigations in order to verify facts pertaining to claims for Temporary Disability Insurance or the benefit of payment or similar programs.

To conduct investigations in enforcing compliance with various state tax laws.

To conduct investigations of the financial resources of persons receiving public assistance.

To review and investigate injury reports involving employees of the Department of Public Works or employees of another department or agency.

To investigate complaints regarding violations of the laws regulating the practice of medicine, chiropractic, chiropody, dentistry, optometry, embalming, funeral directing, osteopathy, electrolysis, barbering and plumbing or other regulated professions or occupations.

To conduct investigations to determine compliance with state laws and regulations governing the operation of convalescent homes and homes of the aged.

To make field inspections of industrial and other business establishments to determine compliance with certain provisions of the Workmen's Compensation Act.

To conduct investigations pertaining to petitions for elections to determine collective bargaining agents and to conduct such elections when required; and to investigate alleged unfair labor practices.

To make inspections of public carriers on the open road to enforce compliance with pertinent statutes and regulations.

To make inspections of liquor licenses to enforce compliance with pertinent statutes and regulations and sanitary requirements.

To investigate reports of violations of milk control laws and regulations; to investigate the selling of milk to determine conformance to prices prescribed by law.

To inspect municipal records to determine new customers of the Blackstone Valley Sewer District; to keep ownership records of property current; to maintain maps and charts of area served; to investigate

complaints and to investigate properties to determine number and type of residential, commercial and industrial units, type of sewer connection, etc.

To investigate complaints from consumers relating to rates and service of public utilities and to recommend corrective action; to conduct hearings on taxicab and jitney bus applications and make recommendations; to inspect common carriers for conformance to safety regulations and statutes; and to make investigations of railroad accidents and to submit a complete report.

To conduct investigations and inspections in connection with the enforcement of state motor vehicle laws and the promotion of highway safety.

To perform inspections and investigations to determine employers' compliance with laws relating to minimum wages, maximum hours, industrial homework, child labor, the employment of women and minors, claims for salaries or wages due and not received by workers.

To make regular and special reports concerning inspections and investigations with recommendations of action considered being appropriate.

To explain and interpret pertinent statutes, rules and regulations to interested parties.

When necessary, to appear as a witness at hearings or in court.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of common business practices, effective methods of investigation and the basic rules of legal evidence; the ability to ascertain by personal contact and observation and the examination of records; the ability to explain and interpret pertinent provisions of laws and regulations; the ability to enforce laws and regulations with firmness and tact; the ability to prepare clear and concise reports; the ability to establish and maintain effective working relationships in contacts with the public; 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 investigatory work of a routine nature which involved interviewing persons, obtaining facts and writing reports.

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

Class Revised: August 16, 1964

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