

## INVESTIGATOR (Risk Management)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for investigating personnel matters and accidents involving County personnel or equipment in the Office of Risk Management. The work includes interviewing employees and witnesses and reviewing and analyzing county contracts and verifying information. The work is performed under general supervision of the County Attorney, with wide leeway allowed in planning and carrying out work assignments. Supervision of others is not a regular responsibility of this position. An Investigator (Risk Management) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Investigates complaints of workplace violence, sexual harassment, employee misconduct or incompetence, and unlawful discrimination in order to report to the County Attorney on facts observed;
- Analyzes County operations and identifies associated risks;
- Assists the Safety Engineer in investigating accidents involving County personnel or equipment;
- Reviews all department contracts for conformance with indemnification requirements and Risk Management specifications;
- Gathers and evaluates information and makes conclusions;
- Prepares written reports summarizing results of investigations;
- Maintains appropriate files on cases under investigation;
- Assists Privacy, Security and Compliance Officer and the County Attorney with initial investigations of informal and formal complaints of discrimination;
- Prepares and/or presents staff training related to personnel compliance issues, such as, workplace violence, sexual harassment and unlawful discrimination.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the Fair Labor Standards Act, New York State Labor Laws, General Municipal Law, and County Law; good knowledge of laws and policies regarding workplace violence, sexual harassment and discrimination; good knowledge of modern investigative techniques; good knowledge of rights and protections provided individuals by the Taylor Law and applicable negotiated bargaining agreements; ability to analyze and evaluate information and evidence; ability to deal courteously with the public and other agencies; good language and writing skills, basic computer skills.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Possession of a Bachelor's Degree in Political Science, Psychology, Human Resources, Criminal Justice, Paralegal or Legal Studies and one (1) year of experience in a legal field or an investigative position related to employment matters or court proceedings; or

- B) Possession of an Associate Degree in Political Science, Psychology, Human Resources, Criminal Justice, Paralegal or Legal Studies and three (3) years of experience in a legal field or an investigative position related to employment matters or court proceedings; or
- C) Five (5) years of experience in a legal field or an investigative position related to employment matters or court proceedings; or
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C).

NOTE: Your degree 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 was awarded by an educational institution outside 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 New York State Civil Service website. You must pay the required evaluation fee.

*SPECIAL REQUIREMENT:* At time of appointment, must possess and maintain a valid Driver's License to operate a motor vehicle in New York State.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 7/22/2021  
Revised: 1/9/23