

SENIOR 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 and providing supervision of all investigations conducted by 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. A Senior Investigator acts in a supervisory capacity with respect to the staff of the Office of Risk Management at the direction of the County Attorney. A Senior Investigator (Risk Management) does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides supervision over all investigations and audits (internal or external) conducted by the Office of Risk Management including but not limited to complaints of workplace violence, sexual harassment, employee misconduct, unlawful discrimination, incidents involving County personnel or equipment, and alleged violations of compliance;
- 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 and develops, maintains and revises policies and procedures for reducing risk and enhancing County compliance;
- Supervises and assists the Safety Engineer in investigating incidents involving County personnel or equipment;
- Reviews all department contracts for conformance with indemnification requirements and Risk Management specifications;
- Gathers and evaluates information and draws conclusions;
- Prepares written reports summarizing results of investigations;
- Maintains appropriate files on cases under investigation;
- Supervises and assists the Personnel and Safety Trainer and manages all County training and drug testing procedures;
- Prepares and/or presents staff training related to personnel compliance issues including but not limited to workplace violence, sexual harassment and unlawful discrimination.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good working knowledge of the Fair Labor Standards Act, New York State Labor Laws, General Municipal Law, and County Law; good working knowledge of laws and policies regarding workplace violence, sexual harassment and discrimination; good working knowledge of modern investigative techniques; good working knowledge of rights and protections provided individuals by the Taylor Law and applicable negotiated bargaining agreements; ability to monitor and conduct analyses of operating procedures, identify problems and critical factors and develop methods for corrective action; ability to formulate, develop and implement auditing/investigative standards, procedures and policies; ability to prepare complex

written and oral reports clearly and concisely, 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, Human Services, 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
- B) Possession of an Associate Degree in Political Science, Psychology, Human Resources, Human Services, Criminal Justice, Paralegal or Legal Studies and five (5) years of experience in a legal field or an investigative position related to employment matters or court proceedings; or
- C) Seven (7) 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: 5/30/2023

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