

Special Investigators

Job Code	Job Title	Pay Grade
8210L1	Special Investigator I	23
8235L1	Special Investigator II	25

CONCEPT:

This is investigative work to ascertain facts pertaining to claims, appeals, complaints, theft, fraud, civil rights, or consumer rights violations and making determinations and recommendations based on statutes and regulations.

TASKS:

- Identifies, contacts and interviews potential witnesses; takes statements from witnesses, complainants and affected persons or their representatives.
- Gathers and organizes evidence to prove or disprove an allegation or claim.
- Prepares reports of facts found during an investigation; and prepares a case for presentation to a superior, or at hearings, or in court.
- Testifies at hearings or in court to present evidence of violations and/or the accuracy or authenticity of records.
- Serves orders of subpoena, suspensions, restraints, etc.
- Arranges and conducts optional preliminary investigation conferences; negotiates settlements, obtains withdrawals and recommends cases for closure.
- Conducts investigations of unlawful discriminatory practices including agency-initiated allegations. Conducts investigations for legal department in regard to lawsuits brought against the agency.
- Continues investigation procedures on cases submitted for legal review and public hearing.
- Plans and conducts conciliation meetings after probable cause is determined to achieve satisfactory resolution which includes appropriate remedy for the complainant and measures for eliminating on-going discriminatory practices.
- Conducts contract compliance reviews of contractors, subcontractors, endorsers and suppliers to determine compliance with regulations and the Kansas Act Against Discrimination (KAAD).
- Advises contractors of special remedies to address the discriminatory practices identified during contract compliance reviews.
- Conducts audits to determine compliance with agreements and orders entered into with the Kansas Commission on Civil Rights.
- Prepares written reports to indicate status and progress of the contract compliance review program.
- Reviews and coordinates work with state agency contract compliance officers and investigators; provides a liaison between state agency personnel, compliance representatives, contractors and subcontractors to coordinate contract compliance reviews.
- Conducts inspections, surveillance, and/or investigations for compliance with state regulations.

LEVELS OF WORK:

- Class Group consists of two classes.

Special Investigator I - Involves investigating and ascertaining facts pertaining to claims, appeals, theft, fraud, or civil rights, or consumer rights violations; obtaining reimbursement from individuals or insurance carriers for damaged state property; investigating claims against a state agency; adjusting or resolving claims before they result in a lawsuit; or investigating and resolving disputes or violations involving state regulated entities or industries.

Minimum Requirements: High school diploma or equivalent and one year investigating, fact finding or enforcing state or federal laws and regulations. Education in communications, psychology, social work, public or business administration, criminal justice or law may be substituted for experience as determined relevant by the agency.

Special Investigator II – At this level, the investigator is typically the one who determines the need for the investigation and makes the recommendations or determinations regarding settlements, compensation, consumer protection rules and regulations, or continued case action. This position may also train other investigators. May also review completed investigation reports and summaries and also sets up conciliation meetings, prepares conciliation agreements and close-out letters.

Minimum Requirements: Two years investigating, fact finding or enforcing state or federal laws and regulations. Education in communications, psychology, social work, public or business administration, criminal justice or law may be substituted for experience as determined relevant by the agency.

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