



Job Title: Investigator

Grade: 9

Salary: \$53,620 - \$69,037

Requirements: Bachelor’s degree from accredited University or 2-3 years of relevant work experience

Qualifications: Experience conducting investigations for compliance with State laws and regulations. Experience writing detailed reports.

**Job Description:**

**Collective Bargaining Unit (Union):** This position is in the collective bargaining unit.

This position is located in the Labor Standards Bureau, Office of Worker’s Compensation. The Office of Workers’ Compensation provides services to employees of the private sector who sustain work-related injuries and /or suffer job-related illnesses/diseases during the performance of their duty. The Investigator will work under the general supervision of a Supervisory Worker’s Compensation Claims Examiner. The Investigator will develop the evidence to support a legal or administrative decision in cases involving non-compliance and fraudulent activities. This Investigator is required to perform duties related to the following:

Investigative:

- Conducts field investigations and fact finding activities.
- Interview employers and employees if fraud is suspected.
- Prepares reports, correspondence and forms required for conducting investigations and collates all evidence for criminal or civil action.
- Maintains a log or journal on tips, new evidence and employee and employer interviews, as they occur.

Case Management:

- Establishes and maintains oral and written contacts with employers, claimants, witnesses, attorneys and/or other interested parties for the purpose of obtaining information necessary to render decisions on assigned cases.
- Determines if evidence is sufficient in each case to support criminal or civil action.
- Prepares final orders and subpoenas for the signature of the Supervisor.