



Job Title: Lead Investigator

Grade: 13

Salary: \$85,149 - \$109,710

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

Qualifications: Comprehensive knowledge of the District of Columbia Workers’ Compensation Act of 1979.

Job Description:

Collective Bargaining Unit (Union): This position is not in the collective bargaining unit.

This position is located in the Office of Labor Standards, Office of Workers’ Compensation (OWC), Special Fund/Compliance Monitoring Unit. The Unit is responsible for developing, examining, investigating, and adjudicating workers’ compensation claims for those persons who sustain work-related injuries during the course of employment within the private sector of the District of Columbia. The Lead Investigator is required to perform duties related to the following:

Policy

- Advises on policy and program matters and carries out assignments which involve coordination of program and administrative problems within the unit. Makes recommendations for changes in policy and procedures to management, through the Supervisor, for improvement in the examination and investigative process.
- Participates in the development of policies and promulgating of rules, regulations, and procedures for the effective administration of the program.

Investigative

- Determines evidentiary sufficiency of all pertinent data in each case to support criminal or civil action. When evidence indicates a statutory violation has occurred, submits all data together with recommendation of appropriate action to the Supervisor.
- Prepares reports, correspondence and forms required for conducting investigations and collates all evidence for criminal or civil action.
- Attends administrative hearings or court proceedings, at the request of the DC Office of the Attorney General.

Administrative

- Leads the team in identifying, distributing and balancing workload and tasks among staff in accordance with established workflow and skill level; and in making adjustments to accomplish the workload in accordance with established priorities to insure timely accomplishment of assigned tasks.
- Assists the supervisor with case assignments, setting priorities and establishing schedules for completion of investigation activities.