



STATE INVESTIGATOR

General Summary

State Investigators perform professional investigative work in the enforcement of state and federal laws, rules and regulations, or the enforcement of state agency promulgated rules and regulations. They gather and documents facts, conduct interviews, examine records and collect evidence for violations of law or agency governing statutes, rules or regulations.

State Investigator

Jobcode: M50520

Pay Band: 65

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the full performance level of the State Investigator classification series.

Recommended Education and Experience for Full Performance

Bachelor's Degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration, Criminology or other related field with four (4) years of experience in accounting, auditing, insurance adjusting or investigation or other related field, trade or profession as specified by the state agency.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration, Criminology or other related field, with two (2) years of experience in accounting, auditing and investigation, or insurance adjusting and investigating or investigative report writing. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

- Reviews and responds to complaints and allegations of violations and obtains statements regarding investigated issues.
 - Initiates and serves subpoenas for documents and other evidentiary items; serves subpoenas on witnesses.
 - Investigates and replies to correspondence regarding hearings, reported accidents and other case matters.
 - Collects and analyzes information and related evidence involving agreements, documents, financial records, physical aspects and other facts relating to organizational entities and/or individuals being investigated.
 - Interviews possible targets; obtains signed statements and affidavits from targets, victims and witnesses; serves legal documents as required.
 - Creates reports, charts, graphs and spreadsheets to reflect information gathered through interviews, investigations, reviews of public documents and research.
 - Reviews reports of investigations to ensure completeness and proper application of the governing laws or regulations.
 - Cooperates with and assists regulatory and law enforcement agencies and may testify in courts or administrative hearings.
 - Assists administrative prosecutors in filing notices of contemplated action or complaints in administrative or civil proceedings.
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STATE INVESTIGATOR

State Investigator Supervisor

Jobcode: M5052S

Payband: 70

FLSA Status: Exempt

Distinguishing Characteristics:

This is the first line supervisor of the State Investigator classification series.

Recommended Education and Experience for Full Performance

Bachelor's Degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration, Criminology or other related with four (4) years of experience in accounting, auditing, insurance adjusting or investigation or other related field, trade or profession as specified by the state agency. Must include two (2) years of supervisory experience.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration, Criminology or other related field and two (2) years of experience in accounting, auditing and investigation, or insurance adjusting and investigating or investigative report writing. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Essential Duties and Responsibilities

- Devotes a substantial portion of time assigning, coordinating and directly supervising the work of at least two (2) full time equivalent employees** and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Plans and directs complex accounting/auditing investigations and trains and develops staff in investigating procedures.
- Assists administrative prosecutors at administrative proceedings as requested.
- Maintains contact with the law enforcement and regulatory communities; conducts research on criminal convictions and disseminates criminal information to support investigative operations.

Bargaining Unit: State Investigator: May be represented

Supervisor: Not represented

Statutory Requirements: N/A

Conditions of Employment: N/A

Established: 07/21/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*