

INVESTIGATOR
(Human Resources)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for investigating personnel matters in the Department of Human Resources. The work includes interviewing employees and witnesses and verifying information. The work is performed under general supervision of the Personnel Officer, with wide leeway allowed in planning and carrying out work assignments. Supervision of others is not a regular responsibility of this position. An Investigator (Human Resources) does related work as required.

TYPICAL WORK ACTIVITIES:

- Investigates complaints of workplace violence, sexual harassment, employee misconduct or incompetence, and unlawful discrimination in order to report to the Personnel Officer on facts observed;
- Gathers and evaluates information and makes conclusions;
- Prepares written reports summarizing results of investigations;
- Maintains appropriate files on cases under investigation;
- Assists Privacy, Security and Compliance Officer and the County Attorney with initial investigations of informal and formal complaints of discrimination;
- Prepares and/or presents staff training related to personnel compliance issues, such as, workplace violence, sexual harassment and unlawful discrimination.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the Fair Labor Standards Act and New York State Labor Laws; good knowledge of laws and policies regarding workplace violence, sexual harassment and discrimination; good knowledge of modern investigative techniques; good knowledge of rights and protections provided individuals by the Taylor Law and applicable negotiated bargaining agreements; 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: Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree, which shall include at least 15 credit hours in human resources, criminal justice, paralegal or legal studies and one year of experience in an investigative position related to employment matters or court proceedings; or
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in an investigative position related to employment matters or court proceedings; or
- C) An equivalent combination of training and experience as defined by the limits of (a) and (b).

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/18/19