

Investigation Specialist 2

I. KIND AND LEVEL OF WORK

The second of three levels in the Investigation Specialist series. Under limited supervision, an incumbent at this level performs professional investigative work by initiating and conducting comprehensive and complex investigations of alleged violations of laws, rules, or regulations.

An employee in this classification responds to formal and informal complaints, collects and evaluates evidence, and prepares written determinations of findings of fact, including calculations of redress for damages caused by violations, as appropriate. The incumbent determines the proper method to achieve compliance, obtains testimony and evidence to support enforcement actions, and assists in preparing cases for settlement or legal proceedings.

The Investigation Specialist 2 provides guidance related to laws enforced to educate and gain compliance from stakeholders. An incumbent at this level may develop educational materials, provide training to other staff involved in investigations, or participate in the development and implementation of strategic compliance plans.

II. DISTINGUISHING CHARACTERISTICS

The Investigation Specialist 2 independently conducts comprehensive and complex investigations involving a variety of civil, criminal or administrative violations of various laws. Work requires advanced knowledge of investigative methods, evidence collection and evaluation, and the interpretation of applicable statutes, rules, and procedures. Employees exercise sound judgment in determining investigative strategies, applying legal standards, and formulating defensible findings while having the latitude to determine enforcement action which may include civil and/or criminal penalties. In contrast, the Investigation Specialist 1 follows standard practices to conduct routine investigations of violations and does not have the latitude to determine proper corrective action. The Investigation Specialist 1 makes recommendations for corrective action and consults with a supervisor or higher-level staff on resolutions for novel situations.

With more in-depth knowledge and greater discretion, the Investigation Specialist 2 has more active participation in legal proceedings, including preparing cases, assisting in depositions, and collaborating with legal counsel and management to determine whether to settle or litigate cases. In comparison, the Investigation Specialist 1 is typically confined to testifying at legal proceedings as needed.

The Investigation Specialist 3 conducts the most complex and sensitive investigations that require subject matter expertise and the ability to lead and coordinate investigative activity across multiple jurisdictions or program areas. Incumbents at this level handle investigations of greater complexity and impact, often involving multiple parties, larger-scale financial or regulatory implications, or

novel legal issues. The Investigation Specialist 2 routinely collaborates with attorneys and management in case preparation and determination, but less routinely collaborates with other jurisdictions or enforcement agencies. Although both the Investigation Specialist 2 and the Investigation Specialist 3 exercise critical thinking and deductive reasoning in applying statutes, rules and regulations, the Investigation Specialist 3 applies this judgment in situations that may become precedent setting.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Identify and review suspected cases of violations of applicable laws or rules received from internal and external sources.
- Plan and conduct comprehensive investigations by determining appropriate investigative methods, developing an investigation strategy, and collecting and analyzing evidence including interviews, observations, data and documentation.
- Prepare and coordinate the execution of legal documents such as subpoenas, search warrants, affidavits and other relevant documents to obtain evidence.
- Evaluate evidence obtained to determine if sufficient grounds exist to establish a violation. Prepare a factual, technically accurate report which assesses the strengths and weaknesses of the case and formulates an appropriate recommendation for enforcement action.
- Calculate damages, penalties and restitution. Prepare notice of findings, settlement proposal or compliance order for administrative sanctions, monetary recovery or penalty assessments.
- Conduct follow up investigations to ensure compliance with corrective orders or settlement terms.
- Participate in legal proceedings, including case preparation, discovery, depositions and hearings, testifying to define evidence obtained through investigation. Collaborate with legal representation and management to determine whether to settle or litigate cases.
- Identify recurring issues from investigations to develop and provide training to other investigators and educational materials for stakeholders.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Thorough knowledge of the statutes, laws, rules and regulations enforced sufficient to independently interpret and apply such information to enforcement and compliance.
- State and federal criminal, civil and administrative law and procedure to accurately assess and identify patterns of illegal behavior.
- Investigative and interviewing techniques, procedures and best practices to obtain the necessary evidence and information to determine if violations occurred.
- The MN Government Data Practices Act and regulations related to the dissemination of investigation information.

Skill in:

- Negotiating mutually agreed resolutions and persuading respondents to comply with remedial action, particularly in stressful or adversarial situations.
- Communicating complex factual and legal concepts clearly to diverse audiences, including victims, witnesses, attorneys, and judges.
- Critical thinking and deductive reasoning to review and logically analyze large volumes of documents and investigative data to identify patterns or inconsistencies and evidence of violations.

Ability to:

- Collect, analyze and evaluate various documents to make informed decisions based on information reviewed and describe the conclusions and supporting justification in the form of an investigation report.
- Maintain objectivity and a professional demeanor when subjected to adversarial and confrontational behavior.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

N/A

REVISION HISTORY

Established 01/2026