

Investigation Specialist 3

I. KIND AND LEVEL OF WORK

The third of three levels in the Investigation Specialist series. Under limited supervision, the Investigation Specialist 3 performs advanced professional investigative work involving the most complex, sensitive, and high-impact cases where independent judgment, technical expertise, and discretion are critical. Employees in this class plan and lead comprehensive investigations of alleged statutory and regulatory violations that may involve criminal, civil, or administrative action.

Work at this level is characterized by independence, technical leadership, and subject matter expertise. Incumbents determine investigative strategy, coordinate evidence collection, lead interviews, evaluate findings, and prepare reports and recommendations that may result in enforcement, licensure sanctions, or disciplinary actions. Investigations often require collaboration with multiple jurisdictions, regulatory agencies, prosecutors, or law enforcement partners.

Work products directly impact prosecution outcomes, corrective measures, program integrity and public safety. Assignments typically involve significant complexity such as multi-party or multi-jurisdictional cases, financial or data-driven fraud, criminal code violations, or violations of state licensing or professional standards.

II. DISTINGUISHING CHARACTERISTICS

Positions at the Investigation Specialist 3 level perform the most complex and sensitive investigative assignments requiring seasoned judgment, specialized expertise, and the ability to lead and coordinate investigative activity across multiple jurisdictions or program areas.

Compared to the Investigation Specialist 2, positions in the Investigation Specialist 3 classification work with a higher degree of independence and discretion, establishing investigative strategy and determining scope and methods with minimal direction. Positions at this level handle investigations of greater complexity and impact, often involving multiple parties, larger-scale financial or regulatory implications, or novel legal issues. Incumbents exercise broader analytical judgment and interpretive reasoning in applying statutes, rules, and standards to complex or precedent-setting cases.

This classification differs from the Investigation Supervisor in that positions in this class do not have formal supervisory responsibility for staff or program budget. They focus on advanced casework and technical lead work to lower-level investigative staff rather than overall program administration, workload management, or personnel supervision. Positions within the Investigation Specialist 3 class may influence program integrity and agency outcomes primarily through their subject matter expertise and the quality of investigative findings than through direct supervisory authority.

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.)

- Plan and conduct complex, sensitive, or high-impact investigations involving potential violations of law, rule, policy, contract, or professional standards.
- Independently determine investigative scope, strategy, and methods. Collect, preserve, and analyze physical, digital, and testimonial evidence in accordance with legal and procedural requirements.
- Lead interviews of complainants, respondents, and witnesses. Assess credibility and resolve conflicting accounts to establish factual findings.
- Prepare comprehensive investigative reports and documentation that clearly present evidence, analysis, and recommendations for administrative, civil, or criminal action.
- Recommend and coordinate corrective, disciplinary, or enforcement actions in collaboration with agency leadership, legal counsel, or prosecutorial partners.
- Serve as technical lead or mentor to other investigators. Review casework for accuracy, sufficiency, and adherence to investigative standards.
- Provide expert testimony or presentations in administrative, civil, or criminal proceedings.
- Advise management on investigative trends, systemic issues, or policy and process improvements to strengthen program integrity and compliance.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Advanced knowledge of investigative methods, principles, and practices, including evidence collection, interviewing techniques, analysis of findings, and report preparation.
- Advanced knowledge of statutes, administrative rules, regulations, and policies applicable to jurisdiction and investigative authority.
- Rules of evidence, due process, and procedural safeguards relevant to administrative, civil, and criminal investigations.
- Legal and ethical requirements governing data practices, records management, and confidentiality of information.
- Case management and documentation standards to ensure accuracy, consistency, and traceability of investigative activity.

Skill in:

- Planning and leading complex or high-impact investigations from intake through resolution.
- Conducting effective interviews and eliciting information from reluctant or distressed witnesses.
- Communication sufficient to prepare clear and concise investigative reports, present complex findings to varied audiences, and establish and maintain effective working relationships with investigative process partners.

Ability to:

- Apply investigative methods and legal standards to varied and complex fact patterns.
- Lead and mentor other investigators or team members on investigative techniques and case management.

- Maintain composure, professionalism, and impartiality under pressure or in adversarial settings.
- Exercise sound judgment and discretion in handling sensitive, confidential, and high-profile matters.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

N/A

REVISION HISTORY

Established 01/2026