

SPECIAL INVESTIGATOR
(Port Chester)

GENERAL STATEMENT OF DUTIES: Conducts a variety of investigations and acts as workers' compensation and risk manager, as well as safety coordinator for the Village of Port Chester; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Village Manager, the incumbent in this class is responsible for conducting a variety of investigations for the Village, including background checks for prospective employees, workers' compensation claims, etc. The incumbent develops procedures for and investigates claims for disability benefits under General Municipal Law. The incumbent develops, directs and manages a risk management program for the Village, and develops, implements and monitors projects to promote safety at the worksite. Work is performed with considerable independence of action and with wide latitude for independent judgement within established policy, subject to final approval of the Village Manager. Supervision is not a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Develops procedures for and conducts investigations of claims for disability benefits under General Municipal Law and maintains accurate records of the investigations; develops procedures for minimizing potential disability claims;

Conducts investigations of retirees and workers' compensation claimants to discover improprieties and/or fraudulent practices;

Reviews reports on Worker's Compensation Cases to determine types of accidents, trends, etc. and to develop appropriate training materials to prevent similar accidents;

Acts as liaison to third-party administrator processing workers' compensation benefits for all Village employees;

Conducts background investigations of prospective Village employees

Develops, implements and coordinates a risk management program to prevent and minimize risk; Develops and implements risk management policies and procedures for accurate incident reporting and claims monitoring;

Develops and implements programs to promote and improve safety conditions and conducts or oversees training programs designed to reduce risk and promote safety;

Participates in the investigation of accidents, including those involving municipal vehicles and those involving Village employees, and injuries;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains records of investigations and prepares reports on work progress;

Investigates conditions under which accidents have occurred and recommends safety procedures and/or equipment to correct unsafe conditions and reduce the potential for accidents;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principals, practices and procedures of investigative work; good knowledge of applicable laws, ordinance, rules and regulations relating to workers' compensation, risk management, and safety, and those relating to fraud and the use of evidence; ability to draw logical conclusions; ability to gather information through interviews, observation, examination of records and other means; ability to conduct investigations; ability to recognize safety hazards; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; ability to prepare and maintain records; sound judgment; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) 6 years of investigative experience; or (b) a Bachelor's Degree* in Criminal Justice or related field and 2 years of investigative experience; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: College* credits may be substituted for the required experience at the rate of 30 credits per year of experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Investigative experience is defined as experience involving the gathering of evidence, investigation and development of charges leading toward criminal prosecution.