Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Investigator Series

Classes in the Series

Class Code	Class Title
00695/80695	Investigator 1
00696/80696/90696	Investigator 2
00697/80697	Investigator 3

Series Concept

Positions in this series conduct general and criminal investigations of overpayments or allegations of fraud or misconduct activities in programs administered or regulated by a state agency. Employees perform both general and criminal investigations with major emphasis on criminal activity.

Exclusions

The following are excluded from classification within this series:

1. Positions performing fact-finding, interviewing, and report writing functions in areas where the major focus is not to determine criminal activity or result in civil or administrative actions, judgments or decisions. Program and technical classes are provided for positions requiring primary program knowledge, abilities, and skills related to specific program areas (e.g., Program Planner, Income Maintenance Worker, Civil Rights Specialist, Warehouse Grain Dealer Examiner, and Administrative Assistant 2).
2. Positions performing full peace officer responsibilities in the criminal investigation of complaints and allegations of insurance fraud should be classified in the Special Investigator series.

Class Distinctions

Investigator 1

This is the trainee level for the series. Position incumbents participate as trainees in formal and on-the-job training, and perform general and criminal investigative duties based on their training and experience progress.

Investigator 2

This is the experience/full performance "journey" level class in the series and differs from the first level in that work is performed under general supervision and no longer in a training capacity. Positions conduct general and criminal investigations at the journey level with responsibility for one or two program areas. The major focus of the work is to determine if fraudulent activity or misconduct has or is occurring, and the documentation of evidence and facts to support prosecution, or recoupment of funds, rather than determination of compliance or quality of service. Program evaluations, quality control and compliance reviews are secondary work products from these investigations.

Investigator 3

Responsibilities at this level involve one of the following:

1. Coordination of a statewide investigative program, in performing a variety of general criminal investigative work including planning, budget, and recordkeeping functions.
2. Performance of limited peace officer responsibilities, working closely with fully-certified police officers to effect arrest or search warrants, and with county attorneys to prepare criminal court filings, complaints, and applications for search warrants under Iowa Code Chapter 10A, 212, or 99G (Department of Inspections & Appeals, Investigations Division; Commerce Department, Alcoholic Beverages Division; Lottery Authority).

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