

## **COORDINATOR OF SPECIAL INVESTIGATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional work involving responsibility for overseeing and coordinating investigations of suspected fraud or program fraud with respect to public assistance programs as well as special investigations and related projects. The work is performed under the general supervision of a higher-level administrator and supervision is provided to technical and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and oversees investigations of suspected fraud or program fraud in order to ensure that they are conducted and completed in accordance with procedures, rules, and regulations;  
Acts as liaison with law enforcement officials and offices (e.g., Rockland County District Attorney, Medicaid Inspector General, Welfare Inspector General, etc.) to gather and share information, discuss procedures and laws regarding criminal cases, etc., for the preparation and prosecution of criminal cases;  
Makes recommendations regarding policies and procedures for fraud and program fraud investigations, in order to ensure and improve the efficacy of such investigations;  
Supervises investigations staff (e.g., establishes work priorities, performance evaluations, training, etc.);  
Reviews cases of suspected fraud, researches and organizes information regarding such cases, and refers cases, as appropriate, to legal authorities;  
Testifies before the Rockland County Grand Jury and presents welfare fraud cases in Justice Court, as needed;  
Coordinates and completes special projects, as assigned (e.g., fraud, abuse-related, etc.);  
Analyzes the outcomes and procedures of special investigations and projects and prepares reports regarding same (e.g., accomplishment of goals, efficiency of processes, problems, etc.);  
Prepares a variety of reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, New York State, and local laws and programs as they affect eligibility for financial assistance in various social services programs; thorough knowledge of actions that constitute fraud and/or other inappropriate activities regarding eligibility for public assistance; thorough knowledge of the principles and practices of investigations of fraud or program fraud, as it pertains to public assistance programs; thorough knowledge of the presentation for and the preparation of cases referred for prosecution; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to provide testimony in complex welfare fraud cases; ability to establish and maintain cooperative relationships with others; ability to prepare reports.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and four (4) years of investigative\* experience that substantially involved public contact\*\* as a regular aspect of the work, and two (2) years of which included directing the work of others and/or providing work guidance on a regular basis.

\*Investigative experience shall have substantially included systematic (e.g. step-by-step) research and/or evaluation of evidence, facts, allegations or other related information pertaining to individuals or organizations.

(over)

\*\*Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.