

Missouri Department of Transportation

Code: R04001

Title: Senior Investigator

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 08-01-2004

General Summary The senior investigator performs varied and complex activities in regards to conducting investigations of fraud, waste and abuse allegations, employee grievances and complaints, and equal employment opportunity complaints. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, or related field
Four years of experience in conducting investigations or interviewing witnesses.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Audits and Investigations

**Special Working
Conditions/Job
Characteristics** Job requires regular travel and occasional, statewide, overnight travel.

Examples of Work

- (1) Conducts investigations of a complex nature and serves as lead worker on such investigations, including conducting interviews and writing investigation reports.
- (2) Receives and processes fraud, waste and abuse allegations, employee grievances, internal equal employment opportunity (EEO) complaints and external EEO complaints received from state or federal EEO agencies.
- (3) Reviews applicable laws, regulations and department policies and procedures regarding allegations and applies them to investigations.
- (4) Prepares responses to state and federal equal opportunity enforcement agencies and coordinates those responses with the Chief Counsel's Office.
- (5) Provides information regarding status of investigations to authorized personnel.
- (6) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (7) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.