

CIVIL SERVICE TITLES AND FUNCTIONS COMMONLY USED AT IREA

FRAUD INVESTIGATOR I & II

This class of positions encompasses work in the performance of complex investigations pertaining to fraud activities involving social benefit programs or tax laws.

Fraud Investigator I

- Conduct investigations concerning fraudulent acts of misconduct or criminality relative to the improper application, receipt, dissemination, or appropriation of public funds.
- Perform investigative and/or field work to ascertain facts and make determinations concerning illegal, fraudulent, unethical, or improper activities as directed.
- Make referrals to appropriate authorities regarding possible criminal prosecution and appropriate action as mandated by rules, regulations, and legislative enactments.

Fraud Investigator II

- Perform work of greater difficulty in the conduct of investigations, projects and studies concerning fraudulent acts of misconduct or criminality relative to the improper application, receipt, dissemination, or appropriation of public funds; leads junior staff (Fraud Investigator I) conducting investigative activities of ordinary difficulty and responsibility.
 - Perform surveillance; interview subjects and/or witnesses; examine and analyze financial, public and/or agency records; make recommendations as to appropriate action to be taken following an investigation.
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ASSOCIATE FRAUD INVESTIGATOR I & II

This class of positions encompasses work in the performance of complex investigations pertaining to fraud activities involving social benefit programs or tax laws.

Associate Fraud Investigator I

- Review case records; prepare reports and submit recommendations as to choices to be taken in certain investigative cases.
- Handle the sophisticated, complex and hazardous investigations concerning fraudulent acts of misconduct or criminality relative to the improper application, receipt, dissemination or appropriation of public funds.
- May supervise a unit or group of fraud investigation staff.

Associate Fraud Investigator II

- Supervise more than one unit or group of fraud investigation staff.
- Plan and coordinate investigation schedules and assignments.
- Interpret policy for the guidance of fraud investigation staff; issue orders and instructions to implement policy.
- Serve as case consultant in the investigation of highly complex fraud investigations and conduct on site observation of staff performance.

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CLERICAL ASSOCIATE II, III, & IV

This class of positions encompasses clerical and related office activities utilizing manual and automated office systems; duties may include supervision of employees performing routine tasks appropriate to each assignment level.

Clerical Associate II

- Perform data entry and retrieval using numerous database systems.
- Perform responsible clerical work in various administrative and operational areas by processing, recording, checking, and maintaining records; furnish information and prepare reports.

Clerical Associate III

- In addition to performing duties of Assignment level II at a more responsible level, also supervises and instructs a small unit or group engaged in clerical activities.
- Plan, assign, and review the work of subordinates, and is generally responsible for the satisfactory completion of the work performed in the unit or group.
- Serve as principal assistant to a supervisor of a large section or unit.

Clerical Associate IV

- Supervise personnel performing data processing functions in the areas of data entry, data control / coding, production control, or library.
 - Under the direction of the unit head, assists in supervising personnel performing responsible clerical and related activities.
 - Serve as principal assistant to a supervisor of a large section or unit.
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PRINCIPAL ADMINISTRATIVE ASSOCIATE I, II, & III

This class of positions utilizes manual and automated office systems and encompasses responsible office, supervisory or administrative work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment.

Principal Administrative Associate I

- Supervise and train the staff of an office engaged in clerical, departmental, or administrative duties.
- Supervise and train the staff of an office engaged in data entry or such personnel functions as payroll processing, timekeeping, or employee benefits administration.
- Perform complex and responsible administrative work in the capacity of secretary to or assistant to a manager or high-level executive.

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Principal Administrative Associate II

- Perform difficult and responsible supervisory, analytic, or administrative work in a larger or more complex operation than is described in Assignment Level I.

Principal Administrative Associate III

- Perform exceptionally difficult and still more responsible supervisory, analytic or specialized administrative or management work in any one or more of the settings described in Assignment Level I in the largest and most complex operations.
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STAFF ANALYST I & II

This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in the preparation and administration of agency budgets and the conduct of economic research and studies; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations; and in personnel administration.

Staff Analyst I

- Perform professional and/or administrative work of ordinary difficulty and responsibility in the areas mentioned above. May supervise and train less experienced staff.
- Participate in the preparation of fiscal requests and staffing proposals, using statistical analyses and cost effectiveness techniques to make recommendations.
- Prepare and conduct management studies and surveys or administrative, procedural and operational analyses including the evaluation of organizational structures, policies, programs, projects, procedures and operations of a City agency, using quantitative analysis, cost analysis and other research techniques.
- Plan and coordinate agency personnel activities, including personnel relations, performance evaluation, workforce planning, EEO programs, staff development, labor relations and other related activities.

Staff Analyst II

- Perform professional or administrative work of more than ordinary difficulty in the areas mentioned in Assignment level I. May supervise staff.

ASSOCIATE STAFF ANALYST

In addition to performing the duties of a Staff Analyst at a higher level, performs complex professional work in the preparation and administration of agency budgets and the conduct of economic research and studies; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations; and in personnel administration; and supervises staff performing such work.

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CITY RESEARCH SCIENTIST

This class of positions encompasses professional and responsible consultative, supervisory and/or administrative scientific work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment, involving scientific research and analyses, in a physical, biological, environmental or social science area performed in a laboratory or other organizational unit.

City Research Scientist II

- Supervise subordinate staff conducting research / investigations on specific problems in a major scientific field of a physical, biological, environmental or social science, as directed by higher-level research scientists; instruct subordinate personnel in research methods and techniques.
- Assist in coordinating the research efforts of the agency with research projects in other agencies or institutions.
- Utilize program and administrative data to develop and maintain predictive fraud indicators and caseload filters that help streamline IREA's current workload.
- Assist in the management and refinement of IREA's various data match projects.