STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Medical Board Enforcement/Administration	**SERIES NO.**: 2154
	MAJOR AGENCIES: State Medical Board	**EFFECTIVE DATE**: 06/14/2015

SERIES PURPOSE:
The purpose of the medical board enforcement/administration occupation is to investigate complaints & to initiate complaints of alleged violations of state & federal laws of persons rendering medical services &/or administer & direct activities of state medical board.

At the first level, incumbents conduct investigations of complaints & initiate complaints of violations. At the middle levels, incumbents supervise field investigators, conduct investigations & participate in board administration activities. At the top level, incumbents direct program & activities of board.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Medical Board Enforcement Investigator	21541	32	06/14/2015

CLASS CONCEPT:
The full performance level class works under general direction & requires considerable knowledge of state & federal drug laws & investigative techniques & procedures in order to conduct field investigations of complaints & initiate complaints of alleged violations of state & federal laws & rules by persons rendering medical services, monitor enforcement activities carried out by board personnel on medical violators, conduct follow-up investigation & monitor activities of practitioners on probation.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Medical Board Enforcement Supervisor	21545	14	02/26/2012

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of state & federal drug laws, Ohio medical practice act & investigative techniques & procedures in order to supervise medical board enforcement investigators in multiple districts, conduct investigations as assigned, initiate complaints of alleged violations, supplement investigative staff & assist chief of enforcement in planning program.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Medical Board Enforcement Investigations Chief	21546	15	05/27/2012

CLASS CONCEPT:
The first managerial level class works under administrative direction & requires thorough knowledge of state & federal drug laws, Ohio medical practice act, investigative techniques & procedures & supervisory principles/techniques in order to assist in administering & directing activities of state medical board investigative program , act as assistant executive director of investigations, enforcement and compliance in absence of assistant executive director as assigned & supervise assigned staff.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Medical Board Enforcement Investigator	21541	07	06/14/2015	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts potentially dangerous (e.g., may be exposed to physical harm; may be exposed to contact with armed, hostile suspects) field investigations of medical complaints & violations of federal, state & local laws & rules of persons rendering medical services (e.g., medical doctors, osteopathic doctors, podiatrists, physician's assistants, cosmetic therapists, massage therapists) to confirm allegations for administrative &/or legal action (i.e., interviews involved parties/persons, examines patient & hospital medical records, scrutinizes prescription records, audits drug purchase & dispensing records, collects & preserves evidence), initiates requests for surrender of licensure, & if practitioner refuses surrender, so informs board so formal board action or cite results, initiates complaints of alleged violations based upon information received during public contacts or review of pharmacy records, monitors enforcement activities of licensees on probation (e.g., monitors attendance at drug or alcohol treatment centers & meetings; retrieves urine specimens & guarantees compliance with board orders &/or consent agreements), requests & serves medical board subpoenas, conducts undercover investigations posing as patient of suspected violators, provides work direction & training to new medical board enforcement investigators on enforcement methods & procedures & assists supervisor in developing methods of investigation & inspection.

Coordinates enforcement activities with & assists other law enforcement agencies & judicial & governmental officials to expedite prosecution of violators; attends team meetings & briefings; obtains confessions; testifies in administrative & criminal hearings; conducts follow-up of court actions.

Attends & participates in law enforcement seminars; compiles & evaluates medical records, physical evidence & interview notes & prepares written report of findings & suggestions for hearings; locates & obtains expert witness to testify on specific specialties of medicine to provide evidence to substantiate all claims at hearings; completes travel logs & expense reports; keeps supervisor informed of problems or facts on specific cases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Section 4730.01 to 4730.99, 4731.01 to 4731.99 & 4731.1-01 to 4731.-11-04 of Ohio revised code & Ohio Medical Practice Act*; pharmacology*; state & federal drug laws; law enforcement structure, process & procedure; interviewing; investigative techniques & procedures; medical record keeping (i.e., design & utilization of prescription &/or business records); public relations; employee training & development*. Skill in use of firearm*; typing; operation of calculator; operation of tape recorder. Ability to define problems, collect data, take notes, establish facts & draw valid & unbiased technical conclusions; use proper research methods in gathering data; gather, collate & classify medical information about data, people or things; handle sensitive inquiries from & contacts with officials, general public & those involved in rendering medical services; calculates fractions, decimals & percentages.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 yrs. exp. as commissioned law enforcement officer with exp. in conducting criminal &/or civil investigations; valid driver's license required.

-Or 3 yrs. exp. in drug law enforcement; completion of coursework for associate degree program in law enforcement or health care related field; valid driver's license required.

-Or 3 yrs. exp. in conducting health care related investigations; completion of coursework for associate degree program in law enforcement or health care related field; valid driver's license required.

-Or completion of undergraduate program core coursework in law enforcement, law or health care related field; 12 mos. exp. in law enforcement or health care position; valid driver's license required.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Must complete and pass firearms training during probation and must re-qualify annually.

UNUSUAL WORKING CONDITIONS:
May be exposed to physical harm; may be exposed to contact with armed, hostile suspects; may require overnight travel; may be required to provide own transportation

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Medical Board Enforcement Supervisor	21545	EX	02/26/2012	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Supervises medical board enforcement investigators in multiple districts & assists chief of enforcement (e.g., in developing & implementing enforcement & compliance policy & procedures & operational planning; determines manpower needs & placement; evaluates program expenses; prepares budget recommendations).

Oversees enforcement & compliance activities of medical board; actively participates in most difficult & complex cases; reviews inspection & investigative reports; initiates corrective &/or adjudicatory action; appears in court, administrative hearings &/or state medical board meetings as witness & follows up on court action &/or files criminal charges if case involves unlicensed practice of medicine; involves assistant executive director in problems without previous board policy precedent; secures evidence (e.g., drugs, patient records, audio tapes) held in office; initiates complaints; serves subpoenas; conducts potentially dangerous (e.g., may be exposed to physical harm; may be exposed to contact with armed, hostile suspects) investigations; monitors practitioners on probation.

Acts as liaison between unit & heads of other law enforcement agencies; oversees & maintains office record keeping system; writes complex investigative and supervisory reports; provides information to general public; attends supervisory meetings.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques*; employee training & development*; pharmacology*; Section 4730.01 to 4730.99, 4731.01 to 4731.99 & 4731.-1-01 to 4731.-11-04 of Ohio revised code & Ohio Medical Practice Act; state & federal drug laws; law enforcement structure, process & procedure; budgeting*; criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence); medical record keeping (i.e., design & utilization of prescription &/or business records); public relations; interviewing. Skill in use of firearm*; operation of calculator; typing; operation of tape recorder. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; review technical material, recognizing errors & discrepancies; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; calculate fractions, decimals & percentages; use proper research methods in gathering data; handle sensitive inquiries from & contacts with officials, general public & those involved in rendering medical services.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
2 yrs. exp. as Medical Board Enforcement Investigator, 21541; must be able to provide own transportation.

-Or completion of undergraduate major program core coursework in law enforcement, law or health care related field; 2 yrs. exp. as commissioned law enforcement officer conducting criminal &/or civil investigations, or in conducting health care related investigations, or in health care delivery or administration, or in preparing/hearing cases for judicial or adjudicative proceedings; must be able to provide own transportation.

-Or 8 yrs. exp. as commissioned law enforcement officer with exp. in conducting criminal investigations; must be able to provide own transportation.

-Or 5 yrs. exp. in drug law enforcement or conducting health care related investigations; completion of coursework for associate degree program in law enforcement or health care related field; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Must complete and pass firearms training during probation and must re-qualify annually.

UNUSUAL WORKING CONDITIONS:
May be exposed to physical harm; may be exposed to contact with armed, hostile suspects; may require overnight travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Medical Board Enforcement Investigations Chief	21546	EX	05/27/2012	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in administering & directing activities of state medical board investigative program, acts as assistant executive director of investigations, enforcement & compliance in absence of assistant executive director as assigned & provides regular direction to staff members, formulates, implements & administers applicable policies & procedures for one or more assigned department(s) within agency, proposes & drafts policy, reviews proposals of other staff members & makes recommendations & supervises assigned staff.

Conducts/oversees & assigns confidential &/or financial investigations; reviews & initiates appropriate action; investigates complex cases; reviews & analyzes complex or novel complaints, investigative reports & related evidence & literature; reviews incoming complaints & directs appropriate follow up pursuant to protocol; assists in assuring complete investigations & review; conducts &/or assists in conducting investigative office conferences; conducts potentially dangerous (e.g., may be exposed to physical harm; may be exposed to contact with armed, hostile suspects) investigations; advises board of violations; plans & conducts onsite inspections of applicant treatment providers.

MAJOR WORKER CHARACTERISTICS:
Knowledge of management; workforce planning; supervisory principles/techniques; employee training & development; Section 4730.01 to 4730.99, 4731.01 to 4731.99 & 4731.-1-01 to 4731.-11-04 of Ohio revised code & Ohio Medical Practice Act*; state & federal drug laws; pharmacology*; law enforcement structure, process & procedure; budgeting*, criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence); medical record keeping (i.e., design & utilization of prescription &/or business records); public relations; interviewing. Skill in use of firearm;* operation of personal computer*. Ability to write &/or edit policy statements; comprehend wide variety of complex technical, written material; gather, collate & classify information about data, people or things; calculate fractions, decimals & percentages; define unusual problems, collect data, establish facts & draw complex conclusions; resolve complaints from angry citizens & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
2 yrs. exp. as Medical Board Enforcement Supervisor, 21545; must be able to provide own transportation.

-Or 4 yrs. exp as Medical Board Enforcement Investigator, 21541; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or 7 yrs. exp. in drug law enforcement or in conducting health care related investigations; completion of coursework for associate degree program in law enforcement or health care related field; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or completion of undergraduate major program core coursework in law, law enforcement or health care related field; 3 yrs. exp. as commissioned law enforcement officer conducting criminal &/or civil investigations, or in conducting health care related investigations, or in health care delivery or administration, or in preparing/hearing cases for judicial or administrative proceedings; 12 mos. trg. or 12 mos. exp. in supervisory principles/ techniques; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Must complete and pass firearms training and must re-qualify annually.

UNUSUAL WORKING CONDITIONS:
May be exposed to physical harm; may be exposed to contact with armed, hostile suspects; may require overnight travel.