

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Criminal Investigation

SERIES NO.:

2612

MAJOR AGENCIES: Agriculture, Ethics Commission,
Health, Lottery Commission, Public Defender, Public Safety,
Workers' Compensation, Ohio Dept of Job & Family Services only**EFFECTIVE DATE:**

02/26/2012

SERIES PURPOSE:

The purpose of the criminal investigation occupation is to perform investigations of possible criminal violation associated with claim fraud, misdemeanors &/or felonies or illegal conduct.

At the lower level, incumbents conduct field &/or in-house investigations of lower-level felony & misdemeanor cases or attempts to defraud or abuse workers' compensation insurance fund, or illegal conduct of government employees &/or officials.

At the middle level, incumbents serve as lead worker over lower-level criminal investigators or investigate death penalty cases for defense of indigent persons.

Note: This classification specification is reserved for use by only the following agencies: Ethics Commission, Health, Lottery Commission, Public Defender, Public Safety & Bureau of Workers' Compensation, Ohio Dept of Job & Family Services.

CLASS TITLE

Criminal Investigator 1

CLASS NUMBER

26121

PAY RANGE

30

EFFECTIVE

08/04/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of criminal investigation in order to conduct field & in-house investigations of possible misdemeanors, felony or attempts to defraud, perpetuate waste & abuse worker's compensation insurance fund or illegal conduct of government employees &/or officials.

CLASS TITLE

Criminal Investigator 2

CLASS NUMBER

26122

PAY RANGE

31

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of criminal investigation in order to serve as lead worker over lower-level criminal investigators on daily basis or conduct criminal investigation on death penalty cases.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Criminal Investigator 1	26121	07	08/04/1996	30

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 field investigations on lower-level felony & misdemeanor cases or in-house & field investigations to document possible criminal violations &/or illegal conduct (e.g., locates & contacts suspects, claimants, employees, attorneys, businesses, witnesses or representatives of federal, state & municipal agencies to obtain information by telephone, correspondence &/or interviews; prepares & submits investigation reports for administrative &/or court action; reviews claim files, risk folders & related material for possible fraud or gathers physical & documentary evidence for defense of indigent clients &/or other persons).

Serves as field liaison to other criminal justice & administrative agencies; testifies as witness in criminal & civil court cases; assists in preparation & presentation of confidential complaints.

Attends in-services training courses, briefings & team meetings, staff meetings & conferences to provide & receive information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*; criminal evidence & procedure; interviewing & investigation; case preparation; public relations. Ability to prepare meaningful, concise & accurate reports; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree program core coursework in law enforcement.

-Or 12 mos. trg. or 12 mos. exp. in conducting investigations of complaints or possible violations of laws & rules or agency/company policies & procedures.

Note: Positions in Ohio Bureau of Workers' Compensation may require use of proficiency demonstrations to determine Minimum Class Qualifications For Employment.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may involve overnight travel; employees of Ohio Public Defender Commission must possess personal auto to be used during investigations if necessary; employees of Bureau of Workers' Compensation must successfully pass State Highway Patrol personal background check; may be exposed to hostile & violent persons; must provide own transportation.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Criminal Investigator 2	26122	07	01/09/2005	31

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.)

Serves as lead worker over lower-level criminal investigators on daily basis & conducts field investigations of possible criminal activity in areas associated with claim fraud, felonies, misdemeanors or illegal conduct or conducts criminal investigation on death penalty cases as directed by any state or county agency, counsel or body.

Conducts criminal investigations (e.g., locates & contacts suspects, claimants, employees, attorneys, witnesses, federal, state & municipal agencies to obtain information by telephone, correspondence &/or interviews; gathers physical & documentary evidence & collects & organizes evidence for subsequent prosecution or for defense of indigent persons).

Acts as liaison with law enforcement or other administrative agencies to transmit information regarding criminal activity; testifies in court regarding findings of investigations; instructs & gives lectures at seminars & to other investigators.

Writes reports of investigations conducted; assists in preparation & presentation of confidential complaints.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*; criminal evidence & procedure; case preparation; supervisory principles/techniques*; employee training & development*; interviewing & investigation; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare concise, meaningful & accurate reports; use research methods in gathering data; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Criminal Investigator 1, 26121.

-Or 12 mos. exp. in conducting criminal investigations of felonies & misdemeanors or claim fraud.

-Or 24 mos. exp. in conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may require overnight travel; employees of Ohio Public Defender Commission must possess personal auto to be used during investigations if necessary; may be exposed to hostile & violent persons; must provide own transportation.