NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Investigator 1	CODE: 26211C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Uni

FUNCTION: Under general supervision from investigator 4 or investigation supervisor, conducts in-house investigations (i.e., interviews parties &/or witnesses, researches & studies reports, records & documents, verifies information given, conducts correspondence to request information, gathers documentation & evidence) of ability of patients or liability of relatives to pay institutional care & treatment charges, or claims, accidents, violation reports, complaints &/or suspected fraud, compiles & evaluates information gathered & prepares written report of findings &/or recommendations &/or submits preliminary information gathered to higher-level investigator or supervisor, attends meetings, performs related clerical tasks & follows up cases; may gather information in field on limited basis as assigned;

·PERFORMS RELATED DUTIES AS REQ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	56-66	Conducts in-house investigations (i.e., interviews parties &/or witnesses, researches & studies reports, records & documents, verifies information given, conducts correspondence to request information, gathers documentation & evidence) of claims, accidents, violation reports, complaints &/or suspected fraud, or gathers information to determine ability of patients or liability of relatives to pay charges for patient care & treatment rendered in institutions operated by Department of Mental Health.	Knowledge of (1) principles of interviewing, (2) investigative methods, practices & procedures*, (3) federal state laws & rules governing area of investigation*, (4) agency policies & procedures governing assigned area*, (5) rules of evidence*; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) calculate fractions, decimals & percentage (8) use proper research methods in gathering data, (9) gather, collate & classi information about data, people or thin (10) handle sensitive inquiries from & contacts with officials & general publ
2	16-26	Compiles & evaluates information gathered & prepares written report of findings &/or recommendations &/or submits preliminary information gathered to higher-level investigator or supervisor; reports progress of investigation.	Knowledge of 2*, 3*, 4*, 5*, (11) technical writing*; ability to 6, 8, 9.
3	13-23	Performs clerical tasks related to investigations & follow-up reports (e.g., updates files, copies records, proofreads reports).	Ability to 9, 10.

(214) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (including license, if any.)	TRAINING & DEVELOPMENT:
May require travel.	Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in principles of interviewing (or 1 mo. exp.); or equivalent.	