NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Investigator 4	CODE: 26214C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from investigation supervisor or administrative supervisor, supervises lower-level investigative &/or claims personnel & coordinates all activities of assigned unit or program;

NOTE: Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	71-81	A-In Bureau of Employment Services, supervises lower-level investigators &/or claims examiners & oversees & coordinates all investigative activities, involving allegations of unemployment compensation fraud, in assigned area office. B-In Department of Commerce, supervises lower-level investigators & coordinates all activities of unit responsible for investigations related to locating & allocating unclaimed funds. C-In Department of Health, supervises lower-level investigators & coordinates all activities of Hospital Motor Vehicle Program (i.e., accepting processing, & accounting for claims & investigation, follow-up & approval of claims for payment).	Knowledge of (1) supervision*, (2) employee training & development*, (3) federal & state laws & rules governing unemployment compensation fraud, unclaimed funds or hospital motor vehicles claims, (4) rules of evidence & criminal investigation & law enforcement or rules of evidence & investigative methods, practices & procedures, (5) effective oral communication & interviewing, (6) case preparation & technical writing; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) calculate fractions, decimals & percentages, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things, (11) establish friendly atmosphere as supervisor of work unit. *Developed after employment

(219)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires travel.	1 course in criminal investigation or investigative methods, practices & procedures (or 3 mos. exp.); 1 course in rules of evidence (or 1 mo. exp.); 1 course in effective oral communication (or 1 mo. exp.); 1 course in technical writing (or 1 mo. exp.); 1 course in principles of interviewing (or 1 mo. exp.); 1 course in case preparation (or 1 mo. exp.); or	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	7-17	Independently handles &/or closely monitors subordinate staff in most difficult cases; appears in court &/or administrative hearings as witness & follows up on court action &/or files criminal charges.	Knowledge of 3 , 4, 5, 6; ability to 7, 10.
3	0-24	Represents unit & provides information to general public & acts as liaison between unit & other agencies; oversees maintenance of record-keeping system; prepares reports.	Knowledge of 3 , 4, (12) public relations; ability to 7, 9, 10, (13) handle sensitive inquiries from & contacts with officials & general public.

(220)

123: 1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* equivalent. Plus 12 mos. paid exp. as lower-level investigator for employing agency. Valid Driver's License.

TRAINING & DEVELOPMENT

FORM ADM-4134

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