NEW: FEB

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Investigative Agent	CODE: 03231
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general direction from superintendent or superintendent's designee, investigates reports of abuse, neglect, & major unusual incidents on behalf of individuals receiving service(s) from the county boards of mental retardation & developmental disabilities or from a provider contractor with the county board or from a community intermediate care facility for the mentally retarded (ICF/MR). Designated as a management employee pursuant to section 5126.22 of Ohio Revised Code.

Glossary: The following terms are to be interpreted as defined wherever they appear in this document.
Individual(s) means a person(s) with mental retardation &/or developmental disabilities. County board means a county board of mental retardation & developmental disabilities.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-80	Investigates reports of abuse, neglect, & major unusual incidents on behalf of individuals enrolled in programs in county boards of mental retardation & developmental disabilities, reviews & analyzes major unusual incidents to ensure prescribed &/or approved forms are utilized & to identify patterns & trends, notify county board's service & support administrator or other administrative official of filing of major unusual incidents in accordance with established procedures, reviews major unusual incident reports to ensure providers have taken all reasonable measures to protect health & safety of individuals & determines any additional actions necessary, ensure conflicts of interests do not exist & take appropriate action if conflict of interests exists & ensures major unusual incidents occurring in intermediate care facilities for mentally retarded are reported & investigated. Ensures immediate actions have been taken to protect or care for individuals. Exercises independent judgment with regard to planning & conducting investigations. Notifies Ohio Department of Mental Retardation and Developmental Disabilities of situations involving conflict of interest where a separate investigation is to be conducted. Collaborates with law enforcement, children services board, and other entities. Carries out duties in compliance with	Knowledge of (1) civil & criminal investigation & law enforcement or investigative methods, (2) First aid, CPR & safety practices related to direct care, (3) Public relations, (4) Human relations, (5) Agency, MR/DD & ICF/MR practices & procedures*, (6) Government structure & process (investigative procedures related to MR/DD) *, (7) Counseling, (8) Interviewing; (9) local, state & federal laws related to MR/DD & ICF/MR & labor; ability to (10) Define problems, collect data, establish facts & draw valid conclusions, (11) Gather, collate & classify information about data, people or things, (12) resolve complaints from angry clients, families &/or guardians. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.): Must have valid Investigative Agent certification issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to 5123:2-5 of Ohio Administrative Code.

NEW: 2003

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		applicable statutes and rules. Testify at administrative hearings or in court.	
2	15-25	Compiles & evaluates information gathered & prepares & submit written report of investigation of abuse, neglect, &/or major unusual incidents to Ohio Department of Mental Retardation & Developmental Disabilities, prepares & provides written summaries of investigations to individual(s), advocate(s), legal guardian(s) & providers within established timeframes, provides notification to provider of closure of investigation, reviews investigation reports submitted by licensed & certified providers to ensure compliance with applicable statutes and rules related to investigating major unusual incidents, notify individual(s) & advocate(s) selected by the individual(s), legal guardian(s) & providers of their right to submit written comments to the county board regarding conclusions of investigations & preventative measures implemented in response to incidents, submits comments provided by individual(s) & advocate(s) selected by the individual(s), legal guardian(s) & providers to Ohio Department of Mental Retardation & Developmental Disabilities. Maintains case files for investigations that have been conducted. Maintains other data as required. Gathers information for Abuser Registry.	Knowledge of 3, 4, 5*, 6*, 7, 8, 9; skill in (13) Typing, (14) Word Processing using (e.g., Microsoft Word), (15) Equipment Operations (e.g., Photocopier, facsimile, computer); Ability to 10, 11, 12.
3	7-13	Attends Ohio Department of Mental Retardation & Developmental Disabilities approved training as required & provides training related to abuse, neglect & major unusual incidents.	Knowledge of 4, 5*, 6* (16) Employee training development; ability to 10, 11. (*) Developed after employment.