

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Veterinary Board Compliance Agent

SERIES NO.:
2165

MAJOR AGENCIES:
All Agencies

EFFECTIVE DATE:
01/10/1999

SERIES PURPOSE:

The purpose of the veterinary board compliance agent occupation is to investigate alleged violations of laws regulating practice of veterinary medicine & surgery.

At the full performance level, incumbents investigate alleged violations of laws regulating practice of veterinary medicine & surgery.

CLASS TITLE:

Veterinary Board Compliance Agent

CLASS NUMBER:

21651

EFFECTIVE DATE:

01/10/1999

CLASS CONCEPT:

The full performance level class operates under general direction & requires extensive knowledge of veterinary medicine & investigation techniques in order to investigate alleged violations of laws regulating practice of veterinary medicine & surgery.

<u>CLASS TITLE:</u> Veterinary Board Compliance Agent	<u>CLASS NUMBER:</u> 21651	<u>BARGAINING UNIT:</u> EX
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EFFECTIVE DATE:

01/10/1999

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.)

Investigates alleged violations of laws regulating practice of veterinary medicine & surgery requiring administrative &/or legal action, examines documents, interviews appropriate persons to establish facts, recommends changes in existing procedures, interprets laws regulating practice of veterinary medicine & surgery boards rules & policies (i.e., as related to compliance) to veterinary community, licensees, veterinary education programs & general public & monitors compliance to board orders.

Schedules formal & informal conferences; assists in preparation of materials & documentation; coordinates evidence; prepares reports; reviews findings with supervisor & maintains accurate records; prepares legal documents required for presentation at administrative hearings &/or court systems of alleged violations of law regulating practice of veterinary medicine & surgery; operates personal computer to obtain information.

Obtains witnesses; testifies before regulatory agencies &/or court systems; prepares materials in response to notices of appeal of board orders; responds to inquiries; serves as liaison with federal, state, county & municipal law enforcement officers & with other regulatory agencies; maintains confidential records & reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of veterinary medicine; Section 4741 of revised code pertaining to current veterinary practices; federal regulations (e.g., USDA rules & regulations); investigation techniques; court & administrative processes; interviewing; public relations. Skill in operation of personal computer; automobile. Ability to use research methods in gathering data; deal with many variables & determine specific course of action; gather, collate & classify information about data, people or things; handles sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice veterinary medicine issued by Ohio Veterinary Medical Board; accreditation under CFR, Title 9, Part 161 issued by United States Department Of Agriculture; 5 yrs. trg. or 5 yrs. exp. as licensed practitioner in veterinary medicine.

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

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

Biennial renewal of license to practice veterinary medicine issued by Ohio Veterinary Medical Board; retention of USDA accreditation.

UNUSUAL WORKING CONDITIONS:

Not applicable.