

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Chiropractic Board Enforcement Investigator

SERIES NO.:

2168

MAJOR AGENCIES:

Ohio Chiropractic Board Only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the chiropractic board enforcement investigator occupation is to conduct investigations of chiropractic complaints and violations of federal, state and local laws and the laws and rules governing the practice of chiropractic in Ohio.

At the full performance level, incumbents conduct investigations of chiropractic complaints and violations of federal, state and local laws and the laws and rules governing the practice of chiropractic in Ohio.

Note: This class is for use by the Ohio Chiropractic Board only.

CLASS TITLE

Chiropractic Board Enforcement Investigator

CLASS NUMBER

21681

PAY RANGE

32

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of Section 4734 of Ohio revised code, practice of chiropractic & investigative procedures & techniques in order to conduct investigations of chiropractic complaints & violations of federal, state & local laws & laws & rules governing practice of chiropractic in Ohio.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Chiropractic Board Enforcement Investigator	21681	07	01/09/2005	32

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 investigations of chiropractic complaints & violations of federal, state & local laws & laws & rules governing practice of chiropractic in Ohio, operates motor vehicle in order to conduct statewide, onsite investigations of chiropractic complaints &/or violations of local, state & federal laws, rules & guidelines governing practice of chiropractic in Ohio per Section 4734 of Ohio revised code, investigates persons rendering chiropractic services (e.g., chiropractic physicians; unlicensed practice suspects; chiropractic assistants) to confirm &/or deny allegations of administrative, civil & criminal action (e.g., interviews involved parties, witnesses &/or sources; initiates corrective action plan & ensures compliance for minor violations of chiropractic practice act; conducts compliance inspections of chiropractic clinics & facilities; initiates investigations of complaints of alleged violations based on information received during public contact, clinic inspections &/or review of chiropractic records, makes recommendations regarding policies &/or procedures used in development of investigation &/or inspection methods) & conducts searches, surveillance & undercover investigation of alleged violations using audio/visual recording equipment .

Confers with legal personnel for assistance in documenting & preparing cases for hearing, other resolution or filing of charges for prosecution; prepares & serves chiropractic board subpoenas, monitors enforcement activities of licensees on probation & ensures compliance with board orders / consent agreements; testifies if needed during hearings before chiropractic board, courts &/or related regulatory agencies; coordinates enforcement activities with & assists other law enforcement agencies & judicial & government officials in order to expedite prosecution of violators in conjunction with local, state & federal enforcement agencies; participates in investigation & prosecution of criminal cases involving licensed chiropractic physicians & criminal cases involving unlicensed practice suspects or licensed chiropractic physicians; conducts background checks & follow up of court actions.

Utilizes IBM compatible personal computer (e.g., Microsoft word, Excel, Microsoft access; Netscape; Windows &/or Filemaker) to prepare & serve chiropractic board reports & recommendations; secures & examines patient records; collects & preserves evidence; compiles & evaluates chiropractic records, physical evidence & interview notes; prepares &/or dictates written reports, memoranda & correspondence; maintains files & prepares case files/reports for hearing, settlement &/or prosecution; compiles, analyzes & evaluates chiropractic records, diagnostic tests, insurance billings & physical evidence; prepares investigative reports of findings & makes recommendations for disposition of case based upon laws & rules of Ohio chiropractic board; completes daily activity log, travel &/or expense reports.

Attends & participates in law enforcement seminars & training; serves on committees & task forces; makes presentations to law enforcement, insurance, investigative, legal, chiropractic & public groups on chiropractic laws & rules; keeps supervisor informed of problems or facts on specific cases; provides security for &/or serves as bailiff at board hearings, examinations & meetings; provides work direction, training &/or orientation to new investigators &/or investigator assistants.

MAJOR WORKER CHARACTERISTICS:

Knowledge of chiropractic practice act, Chapter 4734 of Ohio revised code *; chiropractic board investigative policies & procedures; administrative hearing process *; chiropractic / medical terminology, record keeping methods & procedures & preservation of evidence; case preparation; interviewing; law enforcement process, structure & procedures; public relations; employee training & development; internet utilization to include world wide web via Netscape, Microsoft word, Microsoft access, Excel & Filemaker. Skill in typing, word processing using IBM compatible personal computer; fax machine; dictaphone; photographic equipment; audio/visual recording equipment. Ability to interpret variety of instructions in written, oral, picture or schedule form; understand practical field of chiropractic; deal with & handle confidential & sensitive contacts & inquiries during investigations, court appearances or inspections; recognize unusual or threatening conditions & take appropriate action; maintain accurate records; define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare meaningful concise & accurate reports; add, subtract, multiply & divide whole numbers; demonstrate dexterity in fingers / hands in use / operation of keyboard.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in paralegal studies, law enforcement, criminology, criminal justice, business administration; 12 mos. trg. or 12 mos. exp. in law enforcement, regulatory compliance, health care quality assurance / practice or investigations / inspections; valid Ohio drivers license.

-Or licensure as doctor of chiropractic per Section 4734 of Ohio revised code; 6 mos. trg. or 6 mos. exp. in law enforcement, regulatory compliance, health care quality assurance practice or investigations / inspections; valid Ohio drivers license.

-Or 4 yrs. trg. or 4 yrs. exp. in law enforcement, regulatory compliance, investigations, inspections &/or health care quality assurance; valid Ohio drivers license.

-Or 2 yrs. trg. or 2 yrs. exp. in chiropractic investigations, law enforcement, regulatory compliance, investigations / inspections or health care quality assurance / practice, where experience involves chiropractic related cases / allegations; valid Ohio drivers license.

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

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

Successful completion of periodic in-service training programs to include national certified investigator training from council on licensure, enforcement & regulations.

UNUSUAL WORKING CONDITIONS:

Exposed to highly unpredictable behavior during inspections &/or investigations; may work unusual hours & / or may require overnight stays.