

ATTORNEY GENERAL
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES

Medicaid Special Agent

SERIES NUMBER

2614AG

MAJOR AGENCIES

Attorney General only

EFFECTIVE

01/27/2009

SERIES PURPOSE: The purpose of the Medicaid Special Agent occupation is to conduct investigations & audits of Medicaid providers & to criminally prosecute those providers involved in fraud, theft, forgery &/or patient abuse-related crimes.

At the full performance level, incumbents conduct investigations & audits of Medicaid providers involved in fraud, theft, forgery &/or patient abuse & conduct in-service training programs.

Note: This classification is reserved for use by Office of Attorney General only.

CLASS TITLE

Medicaid Special Agent

CLASS NUMBER

26141AG

PAY RANGE

32

EFFECTIVE

01/27/2009

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of Medicaid criminal investigation in order to conduct investigations & audits of Medicaid providers involved in fraud, theft, forgery &/or patient abuse & conduct in-service training programs.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
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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 & audits of Medicaid providers, criminally prosecutes providers involved in fraud, theft, forgery &/or patient abuse-related crimes (e.g., assaults, rapes, homicides), locates & interviews witnesses, suspects & victims, obtains affidavits, statements & confessions, collects, inventories, preserves & examines evidence & prepares closing recommendation memoranda & conducts in-service training programs (e.g., records search, records analysis, investigative techniques, nursing home audit procedures & evidence collection).

Performs surveillance on suspected targets; performs covert investigations of providers by posing as Medicaid recipient seeking medical treatment or services; coordinates & conducts undercover drug purchases from Medicaid providers; maintains record log (e.g., date, time, events covered) of activities in surveillance & covert investigations; assists prosecutors in preparing witnesses for trial, prepares & serves subpoenas, executes search warrants in conjunction with law enforcement officers & testifies before grand jury & in court.

Coordinates activities with other law enforcement agencies & acts as liaison with administrative & regulatory agencies at federal, state & local level.

Participates in in-service training; participates in meetings; maintains security of evidence; researches court records (e.g., journals, ledgers, deeds, maps & microfilm); photographs physical evidence, injuries & related evidence; delivers speeches to public & private interest groups.

MAJOR WORKER CHARACTERISTICS

Knowledge of criminal investigation pertaining to Medicaid; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedure; behavioral or social science (e.g., psychology, sociology, criminology); audit procedures; written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech); interviewing; public relations; employee training & development. Skill in operation & use of camera, tape recorder. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in criminology, criminal justice, computer science, accounting, finance or related field; 12 mos. trg. or 12 mos. exp. in audit/investigation procedures; 12 mos. trg. or 12 mos. exp. in interviewing; 6 mos. trg. or 6 mos. exp. in public relations.

-Or 5 yrs. exp. in position involved in audit/investigation procedures in another governmental jurisdiction (e.g., police, county sheriff).

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

On the job training.

UNUSUAL WORKING CONDITIONS

Requires travel; may be exposed to physical violence. Irregular work hours.