

STATE OF OHIO
ATTORNEY GENERAL
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> Medicaid Special Agent Supervisor	<u>SERIES NUMBER</u> 2614AG
<u>MAJOR AGENCIES</u> Attorney General only	<u>EFFECTIVE</u> 04/26/2009

SERIES PURPOSE

The purpose of the Medicaid special agent supervisor occupation is to provide direction and supervision for investigations and/or audits of medical providers involved in fraud, theft, forgery and/or patient abuse related crimes.

At the lower-level, incumbents supervise special agents involved in overt and covert criminal investigations.

At the higher-level, incumbents assist in direction, coordination and administration of statewide investigation programs.

Note: Class developed exclusively for use by Office Of Attorney General.

CLASS TITLE

Medicaid Special Agent Supervisor 1

CLASS NUMBER

26145AG

PAY RANGE

15

EFFECTIVE

04/26/2009

CLASS CONCEPT

The first supervisory level class works under general direction & requires thorough knowledge of criminal investigation computer databases & audit procedures in order to supervise special agents engaged in conducting both overt & covert criminal investigations (e.g., Medicaid fraud, patient abuse/neglect, assault, theft, homicide, narcotics, organized crime) & audits statewide.

CLASS TITLE

Medicaid Special Agent Supervisor 2

CLASS NUMBER

26146AG

PAY RANGE

16

EFFECTIVE

04/26/2009

CLASS CONCEPT

The second supervisory level class works under direction & requires thorough knowledge of criminal investigation computer databases & audit procedures in order to assist in direction, coordination & administration of statewide investigation programs for detection, investigation & prosecution of individuals engaged in Medicaid fraud, theft, forgery, organized crime &/or patient abuse & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Medicaid Special Agent Supervisor 1	26145AG	47	04/26/2009	15

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.)

Provides overall direction of investigations, prosecutions & audits & supervises lower-level special agents engaged in conducting both overt & covert criminal investigations (e.g., Medicaid fraud, patient abuse/neglect, assault, theft, homicide, narcotics, organized crime) & audits statewide & reviews & evaluates all investigation & audit reports & case summaries submitted by special agents for completeness prior to grand jury & court proceedings.

Reviews, evaluates & forwards all criminal intelligence data submitted by special agents as well as by outside law enforcement agencies (e.g., city, county, state, federal) for purpose of target selection, case development & strategic planning; recommends & enforces policy changes primarily involving unit procedures & handbook when necessary; approves all undercover drug purchases; oversees & approves search warrant executions; creates & maintains databases of case related information; assists in manpower requirements; monitors & maintains security of master files & office equipment; initiates purchase orders.

Serves as liaison to other law enforcement agencies at federal, state & local levels as well as administrative & regulatory agencies & acts as coordinator of investigations in numerous jurisdictions; delivers speeches to public & private sectors about functions of attorney general's office & investigations of Medicaid fraud, theft, forgery &/or patient abuse; confers with prosecuting attorneys regarding investigations being performed by lower-level agents (e.g., status of case, specific charges filed against individuals in case, completion date of investigation, preparation for grand jury &/or any subsequent trials); instructs basic & advanced training for all levels of special agents (e.g., training for new agents, field training, continued in-service training), assigns agents to teach in basic or advanced police schools & personally participates in all levels of law enforcement training; trains subordinates on & monitors case related databases & imported data; interviews prospective applicants & selects best qualified for hire; recommends discipline & conducts & completes performance evaluations.

Interprets criminal laws & codes; informs subordinates of case law & court decisions as related to law enforcement & investigative activity; assists supervisor in initiating procedures & formal policy concerning unit activities; assists in internal affairs investigations; maintains records of investigative files; performs all duties as outlined in classification specifications for lower-level Medicaid special agents on as needed basis.

MAJOR WORKER CHARACTERISTICS

Knowledge of criminal investigation; 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; computer database applications; interviewing; public relations; employee training & development; supervisory principles/techniques; management; written communication (e.g., English composition & grammar, technical writing; business communication); oral communication (e.g., speech). Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate records; interpret variety of technical material in books, manuals & journals; use proper research methods in gathering data; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. exp. as Medicaid Special Agent, 26141AG.

-Or 36 mos. exp. in position performing same duties 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

Not applicable

UNUSUAL WORKING CONDITIONS

Work outside exposed to all types of weather; requires travel; may be exposed to physical violence; may be exposed to individuals with infectious diseases (e.g., hepatitis, HIV); works irregular hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Medicaid Special Agent Supervisor 2	26146AG	47	04/26/2009	16

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.)

Assists section chief in direction, coordination & administration of statewide investigation programs for detection, investigation & prosecution of individuals engaged in Medicaid fraud, theft, forgery &/or patient abuse & in all aspects of state &/or federal crimes related to Medicaid fraud (e.g., determines necessity for field investigations &/or audits & advises as to appropriate use of strategy &/or procedure), supervises Medicaid special agent supervisor 1s & other assigned staff, reviews investigation & audit progress reports for accuracy & completeness & keeps section chief informed on status of investigations in relation to possible litigation, participates in developing &/or conducting in-service training, instruction on specific investigative techniques & latest criminal code decisions which would affect specific investigations, assists in strategic & tactical planning (e.g., manpower allotments, money, equipment necessary to investigation) & recommends policy changes as necessary.

Assumes responsibility of supervisor in his/her absence; serves as liaison to all law enforcement levels (e.g., all Ohio law enforcement agencies, prosecutors, courts, federal agencies) & provides technical assistance upon request; develops, coordinates & implements policies & procedures for investigations & audits of providers in compliance with federal, state & local laws; participates in &/or completes special projects as assigned by administrator; serves on statewide committees &/or task forces; interviews prospective applicants & selects best qualified for hire; recommends discipline & conducts & completes performance evaluations; assigns manpower & assets to complete projects; review data & provides input into committee projects.

Participates in sensitive &/or difficult investigations & provides investigative expertise to assure positive resolution of criminal allegations; plans & coordinates administrative functions of staff (e.g., case reports, monthly reports, clerical procedures); develops &/or revises systems for gathering information & maintaining records of investigations; participates in internal affairs investigations of departmental employees; prepares administrative reports for state &/or federal use; writes correspondence to provide &/or obtain information; delivers speeches; plans conferences; recommends policy changes within unit; recommends legislative changes to Ohio revised code; prepares position papers; testifies at county boards & commissions hearings; provides information to general/angry public regarding health care fraud issues; conducts search warrants &/or surveillance; performs all duties as outlined in classification specifications for lower-level supervisors & Medicaid special agents on as needed basis.

MAJOR WORKER CHARACTERISTICS

Knowledge of criminal investigation; 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; computer database applications; interviewing; public relations; employee training & development; supervisory principles/techniques; management*; written communication (e.g., English composition & grammar, technical writing; business communication); oral communication (e.g., speech). Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; establish friendly atmosphere as head of section; 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

24 mos. exp. as Medicaid Special Agent Supervisor 1, 26145AG.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable

UNUSUAL WORKING CONDITIONS

Works outside exposed to all types of weather; may be exposed to individuals with infectious diseases (hepatitis; HIV); requires travel; may be exposed to physical violence; works irregular hours.