

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Workers' Compensation Investigator	<b>SERIES NO.:</b> 2628	
	<b>MAJOR AGENCIES:</b> Attorney General only	<b>EFFECT. DATE:</b> 01/01/1980	<b>NEW EFF. DATE:</b> 02/18/1996

**SERIES PURPOSE:**

The purpose of the workers' compensation investigator occupation is to conduct workers' compensation investigations & obtain information relative to workers' compensation claims.

To be used in Office of Attorney General only.

**CLASS TITLE:**

Workers' Compensation Investigator

**CLASS NUMBER:**

26281

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

02/18/1996

**CLASS CONCEPT:**

The full performance level class works under general direction & requires considerable knowledge of workers' compensation regulations & interviewing techniques in order to conduct workers' compensation investigations & obtain information relative to workers' compensation claims.

<b><u>CLASS TITLE:</u></b> Workers' Compensation Investigator	<b><u>CLASS NO.:</u></b> 26281	<b><u>BARG. UNITS:</u></b> 047
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**EFFECTIVE DATE:**

01/01/1980

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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 workers' compensation investigations (i.e., conducts background checks, interviews & obtains sworn statements from witnesses; serves subpoenas on witnesses; independently collects, reviews, logs & files confidential records & information) & gathers evidence & documents in order to assist attorneys in preparation of defense of Bureau of Workers' Compensation & Industrial Commission in compensation appeals filed in court.

Reviews, researches & responds to constituent mail, telephone inquiries & complaints; prepares written memorandums & reports; prepares, requests & maintains files & records.

Corresponds with law enforcement, departmental & governmental agencies & public/private hospitals; travels throughout state in order to interview witnesses, file & retrieve records; participates in legal research.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of investigative practices & techniques; workers' compensation laws, rules & regulations applicable to claims & alleged violations under investigation; case preparation; interviewing; public relations. Ability to collect data, establish facts & draw valid conclusions concerning validity of claims/allegations, prepare case evidence & documentation & recommend final disposition; use research methods in gathering data; handle routine & sensitive inquiries from & contacts with complainants, respondents, witnesses, alleged violators, government officials & co-workers; maintain confidentiality of sensitive records; prepare meaningful, concise & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. investigative exp. with experience corresponding to type of cases, complaints & alleged violations appearing in job posting/approved position description; must provide own transportation.

-Or completion of associate core program in criminal justice, criminology, paralegal or political science; 4 courses or 12 mos. exp. in English or public relations; must provide own transportation.

-Or 36 mos. trg. or 36 mos. investigative exp. where experience does not correspond with cases/complaints/allegations to be assigned; must provide own transportation.

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

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

Must obtain notary public certification.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be exposed to hostile/angry persons.