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|---|---|--------------------------------------|
| STATE OF OHIO<br>(DAS)<br>CLASSIFICATION<br>SPECIFICATION | <b>CLASSIFICATION SERIES:</b><br>Healthcare Investigator Specialist | <b>SERIES NO :</b><br>2629           |
|   | <b>MAJOR AGENCIES:</b><br>Health Only                               | <b>EFFECTIVE DATE:</b><br>01/09/2005 |

**SERIES PURPOSE:**  
The purpose of the healthcare investigator specialist occupation is to independently conduct investigations of allegations of abuse, neglect & misappropriation of property in long-term care & residential care facilities in assigned geographical area of the state.

At the full performance level, incumbents, independently conduct investigations in long-term care and residential facilities.

At the supervisory level, incumbents supervise lower-level investigators.

The classification is restricted for use in the Ohio Department Of Health only.

| <u>CLASS TITLE</u>                 | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|------------------------------------|---------------------|------------------|------------------|
| Healthcare Investigator Specialist | 26291               | 32               | 01/09/2005       |

**CLASS CONCEPT:**  
The full performance level classification works under direction & requires considerable knowledge of law enforcement, criminology, criminal justice, psychology, nursing or related field, applicable state & federal laws & rules pertaining to operations of long-term care & residential care facilities & thorough & varied knowledge of investigative procedures & techniques in order to independently conduct investigations of allegations of abuse, neglect & misappropriation of property in long-term care & residential care facilities in assigned geographical area of state & prepare comprehensive investigative reports containing photographic, written & recorded evidence, interview narrations & analysis, conclusion & recommendation for review & disposition by director of Ohio Department Of Health.

| <u>CLASS TITLE</u>                               | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|--|---------------------|------------------|------------------|
| Healthcare Investigator Specialist<br>Supervisor | 26295               | 14               | 05/05/2002       |

**CLASS CONCEPT:**  
The supervisory level class works under direction & requires thorough knowledge of law enforcement, criminology, criminal justice, psychology, nursing related field & applicable state & federal laws & rules pertaining to operations of long-term care & residential care facilities & thorough & varied knowledge of investigative procedures & techniques & supervisory principles & employee training & development in order to supervise lower-level health care investigator specialists in field investigations of allegations of patient abuse, neglect & misappropriation in residential &/or long-term care facilities on statewide basis.

| <u>CLASS TITLE</u>                 | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|------------------------------------|---------------------|--------------|------------------|------------------|
| Healthcare Investigator Specialist | 26291               | 07           | 01/09/2005       | 32               |

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Independently conducts investigations of allegations of abuse, neglect & misappropriation of property in long-term care & residential care facilities in assigned geographical area of state (e.g., formulates investigative strategies, tactics & methods; conducts in-person interviews to obtain written &/or taped statements from victims, witnesses, suspects, facility administration, attorneys, physicians, nurses, coroners, law enforcement personnel & any other persons associated with allegations under investigation; researches, reviews & analyzes medical documents, coroner & autopsy reports, staffing records, court records, personnel records, incident/accident reports, patient billing, expenditure, fund account, purchase receipt & telephone records & long term care survey inspection reports) to obtain/identify motive & opportunity, documentary & physical evidence, past history of similar activity &/or additional persons who may have knowledge of alleged violation.

Prepares comprehensive investigative reports containing photographic, written & recorded evidence & interview narrations & analysis, conclusion & recommendation for review & disposition by director of Ohio Department Of Health; prioritizes & schedules case assignments on daily & weekly basis; completes necessary travel & activity documents.

Serves as liaison to other county, local & state governmental agencies (e.g., briefs assistant attorney generals during pre-hearing preparation; conducts/participates in joint investigations; provides attorney general's representative with technical, medical, evidentiary & investigating information & offer recommendations; provides education & technical support concerning applicable laws & department's investigatory procedures; testifies in administrative & other judicial hearings; attends required meetings & training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law enforcement, criminology, criminal justice, psychology, nursing or related field; federal & state laws & rules applicable operations of long-term care & residential care facilities\*; varied criminal investigative procedures & techniques; applicable state patient abuse, criminal assault, criminal theft & criminal sex laws\*. Skill in operation of tape recorder, personal computer, calculator & camera. Ability to formulate investigative strategies, tactics & methods; review allegations, collect written & taped statements, photographic & other evidence; analyze information & documents, draw conclusion & make recommendation for review & disposition; prepare comprehensive investigative reports; handle routine & sensitive contacts with suspects, victims, witnesses, medical & allied medical personnel, facility administration & staff & local, county & other state government officials.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework in law enforcement, criminology, criminal justice, psychology, nursing or related field; 2 yrs. of varied investigative experience (e.g., conducting criminal & complaint investigations) involving diverse public contact (e.g., interviewing of suspects, witnesses & victims; interaction with law enforcement agencies & representatives of private, public & governmental entities); must be able to provide own transportation.

-Or equivalent of Minimum Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires extensive travel; exposed to persons who may respond to hostile or violent manner; may work in environment which poses immediate risk to personal safety.

| <u>CLASS TITLE</u>                            | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---|---------------------|--------------|------------------|------------------|
| Healthcare Investigator Specialist Supervisor | 26295               | EX           | 05/05/2002       | 14               |

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Supervises lower-level health care investigator specialists in field investigations of allegations of patient abuse, neglect & misappropriation in residential &/or long-term care facilities on statewide basis, assigns & prioritizes cases for investigations, plans & develops program policies & procedures, assists in program budget planning & conducts field investigations involving evidentiary analysis & interviews with case principles.

Reviews & analyzes completed reports of investigations to determine which cases will be closed without pursuit of formal administrative sanction; researches questions of law & drafts statutory & rule revisions & compiles reports of unit activities; drafts charging notices to accused individuals & follow established patterns to ensure proper service of notice & determines correct period for response by accused; prepares case summaries analyzing factual & legal issues.

Serves as liaison with office of attorney general; serves as agency representative at subsequent evidentiary hearings; provides testimony at hearings as needed; serves as liaison with inter & intra agency entities in handling cases (e.g., local police; attorney general's health care fraud unit; agency surveyors; area ombudsman offices); conducts follow-up telephone interviews to secure additional or clarifying information from third party investigations; attends meetings & training sessions; answers telephone inquiries & operates personal computer to prepare reports; makes public presentations & provides technical training to facility staff.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law enforcement, criminology, criminal justice, psychology, nursing or related field; federal & state laws & rules applicable operations of long-term care & residential care facilities\*; varied criminal investigative procedures & techniques; applicable state patient abuse, criminal assault, criminal theft & criminal sex laws\*. Skill in operation of tape recorder, personal computer, calculator & camera. Ability to formulate investigative strategies, tactics & methods; review allegations, collect written & taped statements, photographic & other evidence; analyze information & documents, draw conclusion & make recommendation for review & disposition; prepare comprehensive investigative reports; handle routine & sensitive contacts with suspects, victims, witnesses, medical & allied medical personnel, facility administration & staff & local, county & other state government officials.

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