

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Environmental Background Investigator

SERIES NO.:

2639AG

MAJOR AGENCIES:

Attorney General only

EFFECT. DATE:

04/05/1992

SERIES PURPOSE:

The purpose of the environmental background investigator occupation is to perform background & post-licensing investigations of applicants seeking permits to commercially operate solid, hazardous & infectious waste facilities within Ohio.

Incumbents review disclosure statements, research & prepare business profiles, perform background investigations of company officials, analyze data & prepare detailed reports of findings.

CLASS TITLE:

Environmental Background Investigator

CLASS NUMBER:

26391AG

EFFECTIVE DATE:

04/05/1992

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of law enforcement, English, paralegal, political science, business communication or comparable field, written communications principles & techniques, applicable laws & agency policies pertaining to background, criminal & civil investigations in order to conduct all phases of environmental background investigations, analyze data & prepare detailed reports for administrative evaluation of applicants seeking permits to commercially operate solid, hazardous & infectious waste facilities within Ohio.

CLASS TITLE: Environmental Background Investigator	CLASS NUMBER: 26391AG	BARGAINING UNIT: 046
--	---------------------------------	--------------------------------

EFFECTIVE DATE:

04/05/1992

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 all phases of background investigations of persons &/or businesses seeking permit, license or renewal of permit or license to commercially operate facility for incineration, composting, sanitary landfilling, transfer of solid waste or for treatment or disposal of infectious wastes, or any combination of these activities (e.g., reviews all submitted information such as applications & disclosure statements; researches & studies reports, records & documents to verify accuracy; conducts correspondence to request additional information; gathers related documentation & evidence; conducts investigations of civil & criminal records of key employees or sole proprietors of applicant businesses; conducts interviews as needed; prepares business profile).

Compiles extensive report of findings, verifies or refutes information submitted in applications & disclosure statements & forwards report for higher-level administrative review; testifies at administrative hearings as required; performs related clerical tasks (e.g., maintains daily logs & reports; prepares travel & expense records; photocopies records; proofreads reports).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; research methodology; interviewing principles & techniques*; federal & state laws & agency policy & procedures pertaining to criminal & civil investigative operations*; solid & hazardous waste terminology*; general management principles & techniques*; legal terminology*; technical writing. Ability to deal with variety of variables & determine specific action; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports; conduct investigative interviews.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree core coursework in law enforcement, English, paralegal, political science, business communications or other comparable field of study; 1 course or 3 mos. exp. in technical writing; 1 course or 3 mos. exp. in research methodology; 3 mos. trg. or 3 mos. exp. in public relations; valid driver's license.

-Or 12 mos. exp. performing background, criminal or civil investigations; 1 course or 3 mos. exp. in business writing; valid driver's license.

-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:

Travel may be required.