

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Medical Board Investigation/Administration

SERIES NO.:
2154

MAJOR AGENCIES:
State Medical Board

EFFECTIVE DATE:
12/23/2018

SERIES PURPOSE:

The purpose of the medical board investigation/administration occupation is to investigate complaints & to initiate complaints of alleged violations of state & federal laws of persons rendering medical services &/or administer & direct activities of state medical board.

At the first level, incumbents conduct investigations of complaints & initiate complaints of violations. At the middle levels, incumbents supervise field investigators, conduct investigations & participate in board administration activities. At the top level, incumbents direct program & activities of board.

CLASS TITLE

Medical Board Investigator

CLASS NUMBER

21541

PAY RANGE

32

EFFECTIVE

12/23/2018

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of state & federal drug laws & investigative techniques & procedures in order to conduct field investigations of complaints & initiate complaints of alleged violations of state & federal laws & rules by persons rendering medical services, monitor enforcement activities carried out by board personnel on medical violators, conduct follow-up investigation & monitor activities of practitioners on probation.

CLASS TITLE

Medical Board Investigator Supervisor

CLASS NUMBER

21545

PAY RANGE

14

EFFECTIVE

12/23/2018

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state & federal drug laws, Ohio Medical Practice Act & investigative techniques & procedures in order to supervise medical board investigators in multiple districts, conduct investigations as assigned, initiate complaints of alleged violations, supplement investigative staff & assist chief of investigations in planning program.

CLASS TITLE

Medical Board Chief of Investigations

CLASS NUMBER

21546

PAY RANGE

15

EFFECTIVE

12/23/2018

CLASS CONCEPT:

The first managerial level class works under administrative direction & requires thorough knowledge of state & federal drug laws, Ohio Medical Practice Act, investigative techniques & procedures & supervisory principles/techniques in order to assist in administering & directing activities of state medical board investigative program, act as deputy director of investigations, enforcement & compliance in absence of deputy director as assigned & supervise assigned staff.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|----------------------------|---------------------|--------------|------------------|------------------|
| Medical Board Investigator | 21541 | 07 | 12/23/2018 | 32 |

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 field investigations of medical complaints & violations of federal, state & local laws & rules of persons rendering medical services (e.g., medical doctors, osteopathic doctors, podiatrists, physician's assistants, cosmetic therapists, massage therapists) to confirm allegations for administrative &/or legal action (i.e., interviews involved parties/persons, examines patient & hospital medical records, scrutinizes prescription records, audits drug purchase & dispensing records, collects & preserves evidence), initiates &/or presents documents for surrender of licensure, & if practitioner refuses surrender, so informs board so formal board action or cite results, initiates complaints of alleged violations based upon information received during public contacts or review of pharmacy records, monitors enforcement activities of licensees on probation (e.g., monitors attendance at drug or alcohol treatment centers & meetings; retrieves urine specimens & guarantees compliance with board orders &/or consent agreements); requests & serves medical board subpoenas, provides work direction & training to new medical board investigators on agency investigative methods & procedures & assists supervisor in developing methods of investigation & inspection.

Collaborates on investigative activities with & assists law enforcement agencies & judicial & governmental officials to expedite prosecution of violators; attends team meetings & briefings; obtains confessions; testifies in administrative & criminal hearings; conducts follow-up of court actions.

Attends & participates in investigative training and/or law enforcement seminars; compiles & evaluates medical records, physical evidence & interview notes & prepares written report of findings & suggestions for hearings; completes travel logs & expense reports; keeps supervisor informed of problems or facts on specific cases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Section 4730.01 to 4730.99, 4731.01 to 4731.99 & 4731.1-01 to 4731.-11-04 of Ohio Revised Code & Ohio Medical Practice Act*; pharmacology*; state & federal drug laws; law enforcement structure, process & procedure; interviewing; investigative techniques & procedures; medical record keeping (i.e., design & utilization of prescription &/or business records); public relations; employee training & development*. Skill in verbal de-escalation tactics & use of safety equipment *; typing; operation of calculator; operation of tape recorder. Ability to define problems, collect data, take notes, establish facts & draw valid & unbiased technical conclusions; use proper research methods in gathering data; gather, collate & classify medical information about data, people or things; recognize unusual or threatening conditions & take appropriate action; handle sensitive inquiries from & contacts with officials, general public & those involved in rendering medical services; calculates fractions, decimals & percentages.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in law enforcement or health care related field; 12 mos. exp. conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures; valid driver's license required.

-Or completion of associate core program in law enforcement or health care related field; 18 mos. exp. in conducting criminal &/or civil investigations; valid driver's license required.

-Or 36 mos. exp. conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures; valid driver's license required.

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

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

Must complete all agency required safety training

UNUSUAL WORKING CONDITIONS:

May be exposed to hostile or violent persons; may require overnight travel; may be required to provide own transportation.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------------|---------------------|--------------|------------------|------------------|
| Medical Board Investigator Supervisor | 21545 | EX | 12/23/2018 | 14 |

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.)

Supervises medical board investigators in multiple districts & assists chief of investigations (e.g., in developing & implementing investigations & compliance policy & procedures & operational planning; assists in determining manpower needs & placement; evaluates program expenses; prepares budget recommendations).

Oversees investigative activities of medical board; actively participates in most difficult & complex cases; reviews inspection & investigative reports; initiates corrective &/or adjudicatory action; appears in court, administrative hearings &/or state medical board meetings as witness & follows up on court action &/or files criminal charges if case involves unlicensed practice of medicine; involves chief of investigations in problems without previous board policy precedent; secures evidence (e.g., patient records, audio tapes) held in office; initiates complaints; conducts investigations; monitors practitioners on probation.

Acts as liaison between unit & law enforcement agencies; oversees & maintains office record keeping of direct reports; writes complex investigative & supervisory reports; provides information to general public; attends supervisory meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; pharmacology*; Section 4730.01 to 4730.99, 4731.01 to 4731.99 & 4731.-1-01 to 4731.-11-04 of Ohio Revised Code & Ohio Medical Practice Act; state & federal drug laws; law enforcement structure, process & procedure; budgeting*; criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence); medical record keeping (i.e., design & utilization of prescription &/or business records); public relations; interviewing. Skill in verbal de-escalation tactics & use of safety equipment*; operation of calculator; typing; operation of tape recorder. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; review technical material, recognizing errors & discrepancies; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; calculate fractions, decimals & percentages; use proper research methods in gathering data; recognize unusual conditions & take appropriate action, handle sensitive inquiries from & contacts with officials, general public & those involved in rendering medical services.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in law enforcement or health care related field; 24 mos. exp. conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures; valid driver's license required.

-Or completion of associate core program in law enforcement or health care related field; 30 mos. exp. in conducting criminal &/or civil investigations; valid driver's license required.

-Or 48 mos. exp. conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures; valid driver's license required.

-Or 12 mos. exp. as Medical Board Investigator, 21541; valid driver's license required.

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

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

Must complete all agency required safety training

UNUSUAL WORKING CONDITIONS:

May be exposed to hostile or violent persons; may require overnight travel; may be required to provide own transportation

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------------|---------------------|--------------|------------------|------------------|
| Medical Board Chief of Investigations | 21546 | EX | 12/23/2018 | 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.)

Assists in administering & directing activities of state medical board investigative program; acts as deputy director of investigations, enforcement & compliance in absence of deputy director as assigned & provides regular direction to staff members; formulates, implements & administers applicable policies & procedures for one or more assigned department(s) within agency; proposes & drafts policy; reviews proposals of other staff members & makes recommendations & supervises assigned staff.

Conducts/oversees & assigns confidential investigations; reviews & initiates appropriate action; investigates complex cases; reviews & analyzes complex or novel complaints, investigative reports & related evidence & literature; reviews incoming complaints & directs appropriate follow up pursuant to protocol; assists in assuring complete investigations & review; conducts &/or assists in conducting investigative office conferences; conducts investigations; advises board of violations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; workforce planning; supervisory principles/techniques; employee training & development; Section 4730.01 to 4730.99, 4731.01 to 4731.99 & 4731.-1-01 to 4731.-11-04 of Ohio Revised Code & Ohio Medical Practice Act*; state & federal drug laws; pharmacology*; law enforcement structure, process & procedure; budgeting*, criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence); medical record keeping (i.e., design & utilization of prescription &/or business records); public relations; interviewing. Skill in verbal de-escalation tactics & use of safety equipment *; operation of personal computer*. Ability to write &/or edit policy statements; comprehend wide variety of complex technical, written material; gather, collate & classify information about data, people or things; calculate fractions, decimals & percentages; define unusual problems, collect data, establish facts & draw complex conclusions; recognize unusual conditions & take appropriate action, resolve complaints from angry citizens & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in law enforcement or health care related field; 36 mos. exp. conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures; 12 mos. trg. or exp. in supervisory principles/techniques; valid driver's license required.

-Or completion of associate core program in law enforcement or health care related field; 42 mos. exp. in conducting criminal &/or civil investigations; 12 mos. trg. or exp. in supervisory principles/techniques; valid driver's license required.

-Or 60 mos. exp. conducting investigations of complaints & possible violations of laws & rules or agency/company policies & procedures; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid driver's license required.

-Or 12 mos. exp. as Medical Board Investigator Supervisor, 21545; valid driver's license required.

-Or 24 mos. exp. as Medical Board Investigator, 21541; 12 mos. trg. or exp. in supervisory principles/techniques; valid driver's license required.

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

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

Must complete all agency required safety training

UNUSUAL WORKING CONDITIONS:

May require overnight travel; may be required to provide own transportation