

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

Healthcare Investigator Specialist

**SERIES NUMBER**

2629

**MAJOR AGENCIES**

Health Only

**EFFECTIVE**

04/15/2018

**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.

**JOB TITLE**

Healthcare Investigator Specialist

**JOB CODE**

26291

**PAY GRADE**

32

**EFFECTIVE**

04/15/2018

**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.

**JOB TITLE**

Healthcare Investigator Specialist Supervisor

**JOB CODE**

26295

**PAY GRADE**

14

**EFFECTIVE**

01/11/2015

**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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Healthcare Investigator Specialist	26291	07	04/15/2018	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.)**

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 & trainings.

**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 CLASS 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 Class 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 in hostile or violent manner; may work in environment which poses immediate risk to personal safety.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Healthcare Investigator Specialist Supervisor	26295	EX	01/11/2015	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 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.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in criminal justice, business administration, human resources, political science, psychology, economics, sociology or related social or behavioral science; 4 yrs. trg. or 4 yrs. exp. in investigation principles; 2 yrs. trg. or 2 yrs. exp. in health care related field.

-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**

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.