

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Investigator 2	<u>CLASS NUMBER:</u> 70102	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O4	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Investigator 1 Supv (Varies)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Investigator 2 classification is to gather information and assist in the resolution of public complaints, fraud allegations, and overpayment of claims for public assistance programs.

JOB DUTIES:

Conduct investigations of fraudulent or improper payments as assigned, gathers evidence. Research case files and computer records, public records, state local and federal rules and regulations governing public assistance, food assistance, and Medicaid programs. Review other public and private agency records. Notify case managers of newly obtained eligibility information.

Determine amount of over/under payment and whether or not public assistance was obtained fraudulently. Prepare summaries of findings following established local, state and federal rules and regulations. Complete appropriate claim determination of referred cases and initiates collection letters.

Prepare cases for and attends disqualification hearings or state hearings, gives testimony as required. Attempt to secure promissory notes for collection, answers questions and provides information to customers regarding over/under payments. Maintain logs and records of investigations as required by P.A.S., the agency, ODJFS or the Federal Government.

Enter information in department databases regarding establishment of over/under payments. Complete routine statistical reports reflecting work and productivity. Attend training sessions, conference and meetings as required. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; agency policy and procedures. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; copy records precisely without error; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports and position papers; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; work along on most tasks; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

An Associate's degree in social work or related field is required; supplemented by two (2) years of experience in fraud investigation; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date