

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

<u>CLASSIFICATION TITLE:</u> Investigator 3	<u>CLASS NUMBER:</u> 70103	<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> O8	<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 Supv 1 (varies)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Investigator 3 classification is to research, resolve fraud allegations and overpayment of claims for public assistance programs, and assist in establishing investigatory procedures.

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. Develop evidentiary files for cases referred to County Prosecutor.

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 on non-prosecution cases.

Assist in criminal prosecution by cooperating with law enforcement officers, testifying in court when necessary. Confer with immediate supervisor, attorneys and county prosecutor regarding witnesses and evidence. 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.

Help establish procedures to conduct investigations and initiate corrective action. Enter information in department databases regarding establishment or 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 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; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; arrange items in numerical or alphabetical order; sort items into categories according to established methods; gather, collate and classify information about data, people or things; work along on most tasks; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

An Associate's degree in social work or related field is required; supplemented by three (3) 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