



NB-INVESTIGATOR

CHARACTERISTICS OF WORK:

This is professional and investigative work that involves some criminal investigation. An employee in this position is responsible for establishing investigative priorities and conducting investigations in an assigned area or concerning a specific area. An employee will document complaints and complete investigative reports. An incumbent in this position is responsible for performing security checks, and conducting activities associated with applications. Additionally, an incumbent is responsible for presenting cases at administrative hearings; maintaining liaison with regulatory and enforcement agencies in and out of state. Supervision is received from a Division Director.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in criminal justice, sociology, nursing or a directly related field;

AND

Experience:

Three (3) years of directly related experience (i.e. medical record reviewer, quality assurance reviewer, health facility surveyor).

OR

Education:

Two (2) years (sixty (60) semester hours) from an accredited college or university in criminal justice, sociology, nursing or a directly related field;

AND

Experience:

Five (5) years of directly related experience (i.e. medical record reviewer, quality assurance reviewer, health facility surveyor).

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Investigates violations of state and federal controlled substance laws.

Appears as a witness by testifying at Board disciplinary hearings.

May operate in an "under-cover" capacity to investigate suspected violators.

Conducts follow-up investigations to ensure licensees are in compliance with Board restrictions or disciplinary actions.

Investigates professional licensees suspected of violations.

Compiles and completes investigative reports for agency accountability and administration.

Conducts pharmacy profiles in assigned area to ensure licensee compliance with state and federal controlled substance laws and regulations.

Maintains liaison with other regulatory and enforcement personnel of federal, state, and local governments.

Analyzes investigative evidence to determine compliance with nursing practice law.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.