

CLASS TITLE:

**CHIEF INVESTIGATOR
WORKERS' COMPENSATION
FRAUD PREVENTION UNIT**

Class Code: 02535600

Pay Grade: 38A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the investigation of allegations of workers' compensation fraud and compliance with the provisions and procedures of the Workers' Compensation Act. The Chief conducts operational oversight within the Department of Labor & Training Workers' Compensation Fraud Prevention Unit, and its personnel. The Chief develops Unit policies/procedures, supervises clerical and investigative staff, develops and manages a central filing system, coordinates data entry procedures, prepares written reports as required, and maintains a case management program.

SUPERVISION RECEIVED: The Chief works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgement. Work is reviewed reports, meetings and conferences for conformance to guidelines, law, and relevant court decisions.

SUPERVISION EXERCISED: The Chief Investigator plans, organizes, coordinates, reviews, and supervises the work of staff members assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To develop unit's operational policies/procedures.

To supervise clerical and investigative staff.

To be responsible for the execution of field investigations of a technical and non-technical nature.

To develop and manage a central filing system.

To coordinate data entry procedures.

To prepare written reports as required.

To maintain a case management program.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge and application of the workers' compensation law. The ability to conduct supervise an investigation from beginning to end, which includes gathering evidence, interviewing witnesses, and putting together a case into a logical, understandable presentation; to prepare clear and concise reports; to establish and maintain effective working relationships, internally and externally; to prepare and present workers' compensation fraud prevention material to interested group. The Chief Investigator also must have the ability to plan, coordinate, and oversee the activities of a investigative staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, with specialization in criminal justice, law enforcement, business administration, or closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible, technical, and supervisory investigative capacity in a law enforcement or health insurance field;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess and continually thereafter hold a valid R.I. motor vehicle operator's license. Must at the time of application, and continually thereafter, be free from any and all felony convictions.

Class Created: November 19, 2000

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