

**CLASS TITLE: FRAUD INVESTIGATION  
& OVERPAYMENT SUPERVISOR**

**Class Code: 02250300  
Pay Grade: 24A  
EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, coordinate and review the work of a staff engaged in a program of investigations of alleged fraud or overpayments in the areas of Unemployment Insurance, Temporary Disability Insurance, or AFDC, Food Stamps, and Medical Assistance; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom specific assignments are received with latitude for the use of independent judgement; work is subject to review in process and upon completion for results obtained and compliance with pertinent guidelines and laws.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of subordinate investigative staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate and review the work of a staff engaged in a program of investigations of alleged fraud or overpayments in the areas of Unemployment Insurance, Temporary Disability Insurance, or AFDC, Food Stamps, and Medical Assistance.

To be responsible for the execution of field investigations of a technical and non-technical nature intended to ascertain facts, obtain evidence, detect the existence of external fraud, and report violations.

When necessary, to interact with State Police on investigations leading toward possible prosecution.

To develop procedures and instruct field staff on the manner in which to conduct investigations.

To assist local offices in effecting the prompt recovery of overpayments.

To prepare reports of findings and to offer concrete recommendations as to corrective actions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of Employment Security and Temporary Disability Insurance laws, and of related governmental programs; a thorough knowledge of investigative techniques and the ability to apply them in detecting fraud and abuse in obtaining benefits; a familiarity with the rules of evidence and pertinent court decisions; the ability to complete written reports with recommendations; the ability to plan and coordinate the activities of an investigatory staff; the ability to establish and maintain effective working relationships with superiors, subordinates, departmental personnel, law enforcement agencies, and the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a major in law enforcement, accounting, or a closely related field; and

**Experience:** Such as may have been gained through: employment in a supervisory capacity in a program designed to investigate potential fiscal fraud and abuse.

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

Class Revised: November 27, 1994

Editorial Review: 3/15/03