

**CLASS TITLE: INVESTIGATOR
(DONLEY REHABILITATION CENTER)**

**Class Code: 02200200
Pay Grade: 20A
EO Code: E**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To follow up cases of recipients of Worker's Compensation benefits to induce them to utilize the facilities and services of the Donley Rehabilitation Center and other state and federal agencies; to make field inspections of industrial establishments for compliance with provisions of the Worker's Compensation Act; to investigate the type of employment offered to or accepted by injured workers who have regained partial capacity for employment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom specific work assignments are received and who reviews work on completion for compliance with department policy and pertinent laws and regulations.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To follow up cases of recipients of Worker's Compensation benefits for the purpose of inducing workers to utilize the physical, occupational, recreational and psychotherapy services and facilities of the Donley Rehabilitation Center, and the services and facilities of other state or federal agencies.

To contact workers discharged from the Curative Center to obtain information on the type of employment offered to or accepted by the injured workers who have regained partial capacity for employment and to submit written reports.

To inspect industrial establishments to ensure the proper display of a summary of the major provisions of the Worker's Compensation Act and for compliance with the provisions of the Worker's Compensation Laws and to file written report.

To apprise management of the services and facilities available to the Donley Rehabilitation Center.

To investigate industrial fatalities to determine whether they are subject to provisions of the Worker's Compensation Laws.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the Worker's Compensation Laws and their application; the ability to ascertain, from various sources, the nature of accidents and the need for therapy; the ability to determine that an injured worker has been returned to suitable gainful employment after his rehabilitation; the ability to explain and interpret pertinent provisions of the laws and regulations; the ability to prepare clear and concise reports; the ability to establish and maintain effective working relations with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in investigatory work of a routine nature which involved interviewing persons, obtaining facts and writing reports.

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

Class Created: September 2, 1973

Editorial Review: 3/15/03