



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## OIG INVESTIGATOR II

Job Number: 20001910  
Job Code: 98910V230916  
Job Group: 9800 - LAW  
Job Established: 04/16/2005  
Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under statutory authority of KRS 194A.030 and KRS 218A.240, conducts complex field investigations characterized by multiple components, requiring research and a variety of resources, to ascertain the existence of fraud or abuse as related to Cabinet's programs. Makes referrals to prosecutorial agencies and/or administrative action based on investigative findings. Assists in conducting special investigations as required; and performs other duties as assigned.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have two years of experience in the field of investigation, social work, public assistance, healthcare, or program eligibility.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Additional investigative, social work, public assistance, healthcare, or program eligibility experience will substitute for the required college on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license prior to employment in this job classification. Must maintain a valid driver's

license for length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives multi-agency referrals to investigate fraud and/or abuse as related to improper Medicaid billing or inappropriate use of Medicaid cards that requires research and multiple resources to determine results. Conducts pre-benefit investigations of Cabinet programs, including but not limited to, SNAP, SSP, LIHEAP, TANF, KTAP and CC through DETER (Determining Eligibility Through Extensive Review) to ensure Cabinet funds are not leaving inappropriately. Investigate beneficiaries of Cabinet programs when there is a suspicion of fraud, waste, or abuse. Assists with conducting special investigations into matters related to possible malfeasance by cabinet employees and/or its programs and inappropriate activities by contractors and vendors of the cabinet. Responsible for field investigations, which may include state-wide interviews, surveillance and information retrieval in a variety of environments such as subjects' and witnesses' homes, state facilities, housing projects, places of employment, medical offices and/or medical facilities. Using statistical analysis and knowledge of medical billing codes, conducts investigations into complex Medicaid billing issues. Uses various databases to obtain evidence. Documents investigation results in specialized narrative reports. Makes formal recommendations as to the results of the investigation. Makes referrals to prosecutorial and/or other agencies as appropriate, based on investigative findings. Maintains Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance throughout investigative process. Testifies in judicial, administrative, or Personnel Board hearings as required. Attends specialized training sessions and conferences as required. Interacts with cabinet personnel, law enforcement agencies, medical providers, courts and the general public.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions include both extensive field work in a variety of settings and normal office work. Travel throughout the state may be required to conduct interviews, perform surveillance activities and to obtain information and evidence. Interviews may be confrontational. Overnight travel and working irregular hours may be required.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*