



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROGRAM INVESTIGATOR SUPERVISOR

Job Number: 20001915
Job Code: 98970V231016
Job Group: 9800 - LAW
Job Established: 01/16/2006
Job Revised: 10/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 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.*

Supervises program investigators and conducts administrative, civil, and criminal investigations to identify, and eliminate fraud, waste, abuse, and mismanagement by cabinet clients, employees, providers, contractors, and/or vendors. Drafts in-depth investigative reports with recommendations to appropriate administrative and prosecutorial agencies for potential administrative, civil, and/or criminal action; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of experience in the field of investigation, administrative, business, or social work/eligibility experience.

Substitute EDUCATION for EXPERIENCE:

Graduate study in the above fields will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in the field of investigation will substitute for the required education 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 any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

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.*

Provides supervision for investigators and investigations and conducts the most complex, in-depth, and sensitive investigations, as assigned by an agency head or designee, through the use of standard investigative and interviewing techniques. Plans, organizes, and coordinates all investigations. Interviews employees, managers, executives, contractors, vendors, citizens, and public officials to determine facts and to analyze facts to conclude whether or not departmental policies and procedures have been followed or if Kentucky Revised Statutes have been violated. Formulates and recommends operational policies and procedures with reference to security of equipment, funds, and investigative protocol. Investigates serious accidents involving agency equipment and/or personnel to determine if policy, procedural, or criminal violations were involved and reports to agency head. Summarizes investigative findings in standardized report documents or through specialized narrative reports. Makes a formal recommendation as to the results of the investigation as required. Maintain current knowledge of general policy, procedures, regulations, and statutes. May testify in judicial, administrative or Personnel Board hearings as required. Works with and assists other law enforcement agencies through conducting joint investigations, surveillance, and search warrants. Attends specialized training sessions and conferences as required. Interact with cabinet personnel, law enforcement agencies, and the general public. Provides guidance and training to investigative staff as directed. Reviews medical records to make determinations regarding reasonable accommodations for employees as required by the Americans with Disabilities Act (ADA). Writes ADA determination letters. Investigates employee or client allegations of civil rights violations, sexual harassment, or protected class discrimination violations. Writes investigation reports. Provides guidance regarding Equal Employment Opportunity, ADA, and Civil Rights issues. Reviews written reprimand and disciplinary action requests and identifies relevant evidence provided and to be acquired in order to draft written reprimands and disciplinary actions based on the violation of statutes, regulations, policies, and procedures. Reviews grievances at the designated appointing authority and conducts investigative research to prepare a draft response for the designated appointing authority to review.

UNIQUE PHYSICAL REQUIREMENTS:

Carrying heavy equipment may be required.

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

Typical working conditions include normal office work as well as field work. Travel throughout the state may be required to conduct interviews and to obtain information and evidence. Onsite reviews of material, interviews, and surveillance may be required. Overnight travel and working irregular hours may be required. Working outdoors for extended periods and working in all types of weather may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. 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.