

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DRUG COMPLIANCE INVESTIGATOR

POSITION CODE: 12778
Effective: 7-1-10

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs intensive technical investigations of known, suspected or alleged violators of drug laws - i.e., Pharmacy Practice Act, Illinois Controlled Substances Act, Anabolic Steroid Act, Drug Product Selection Act and Hypodermic Syringes and Needles Act.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts intensive on-site investigations/inspections of the premises of manufacturers, distributors, research laboratories, etc., for the presence of required physical facilities, licensure, equipment and security.
2. Conducts intensive investigations/inspections of physicians offices, pharmacies and hospitals; examines files, inspects physical layout, inspects and identifies drugs, audits books and correlates with data from federal reporting sources; determines need to do undercover investigations.
3. Determines nature and severity of violations and takes necessary immediate action; initiates warnings and notices of appearances; seizes, safeguards and ensures destruction of drugs which are misbranded or in excessive volumes, outdated or adulterated.
4. Collects, organizes and preserves evidentiary materials such as photos, interrogation of witnesses, copies of records, etc.; testifies as expert witness in court or departmental hearings.
5. Cooperates and collaborates with local and federal law enforcement personnel in investigating, apprehending and prosecuting violators; keeps current with state and federal drug laws and provides advice on departmental rules and procedures.
6. Consults with people in the drug industry and the general public on legal requirements and departmental authorities; advises on remedial measures.
7. Speaks at professional and fraternal meetings to educate the professional and public on proper use and security of pharmaceuticals.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DRUG COMPLIANCE INVESTIGATOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

*Requires graduation from a four year college or university and shall have:

- 1) at least two years of investigative experience;
- 2) or have two years responsible pharmacy experience;
- 3) or be a licensed pharmacist.

Knowledges, Skills and Abilities

Requires extensive knowledge of the enforcement provisions of state and federal laws.

Requires working knowledge of the principles and practices of hospital, institutional, retail and wholesale pharmacy operations.

Requires working knowledge of the state and federal statutes regulating the manufacturer, distributor, wholesaler, analytical labs, research facilities, chemical analysis and instructional activities.

Requires working knowledge of judicial rules of evidence.

Requires ability to understand and explain statutory requirements, rules and procedures.

Requires ability to examine and evaluate premises and records for evidence of violations.

Requires ability to quickly and reliably identify and classify drugs.

Requires ability to maintain satisfactory relationships and to conduct tactful, productive interrogations and investigations.

Requires ability to prepare accurate technical reports.

Requires possession of an appropriate valid driver's license.

*Education requirements are mandatory minimums, in accordance with the Pharmacy Practice Act, (225 ILCS 85/11(e)).