

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH SERVICES INVESTIGATOR I

	<u>POSITION CODE</u>
Option A - General	18181
Option B - C.S.I.	18182

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, Option A: Functions as a professional investigator conducting statewide and out-of-state sensitive administrative and regulatory health services investigations for the Department of Professional Regulation; investigates suspect physicians, dentists, and/or other health related professionals who are in violation of the law or who are the subject of complaints or allegations of misconduct or irregularities; develops investigation plan to be used; assures sufficiency of evidence; prepares investigation case reports; prepares administrative/regulatory cases for prosecution; cooperates with local, state, and federal law enforcement officials on criminal cases.

Option B: Performs same work role as Option A with the addition of Controlled Substance Inspector responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts or participates in controversial statewide and out-of-state investigations of Illinois licensed physicians, dentists or other health related professionals, who are in violation of Department of Professional Regulation licensing regulations and/or violations of criminal law as regulated by the department; engages in surveillance of alleged violators; participates in covert and overt investigative activities by obtaining prescriptions of drugs from physicians or clinics accused of indiscriminate dispensing practices.

HEALTH SERVICES INVESTIGATOR I (Continued)

2. As a Controlled Substance Inspector, is authorized to carry out the inspections set forth in Article V, Section 501 of the Illinois Controlled Substance Act which states the following: "Only an agent, officer, or investigator designated by the Director may: (1) for the purpose of inspecting, copying, and verifying the correctness of records, reports or other documents required to be kept or made under this Act and otherwise facilitating the execution of the functions of the Department of Professional Regulation or the Department of State Police, be authorized in accordance with this Section to enter controlled premises and to conduct administrative inspections thereof and of the things specified; or (2) execute and serve administrative inspection notices, warrants, subpoenas, and summonses under the authority of this State. Any inspection or administrative entry of persons licensed by the Department shall be made in accordance with subsection (bb) of Section 30-5 of the Alcoholism and Other Drug Abuse and Dependency Act and the rules and regulations promulgated thereunder."
3. Receives notification of alleged violations by supervisor, lead worker or area inspector; interviews complainants, accused health care practitioners, and witnesses to corroborate information regarding the alleged violations; proves or disproves the validity of complaints; obtains additional information relevant to the investigation.
4. Prepares and maintains comprehensive written reports including case reports, correspondence, statements of victims, witnesses, and accused covering results of investigation; recommends action to be taken in regulatory cases; works closely with department attorneys in preparing cases for hearings, represents the department and serves as an expert witness in committee hearing cases.
5. Works cooperatively with other investigators, local, state and federal law enforcement officials; coordinates the accumulation of evidence files on assigned cases, and assures confidentiality of same.
6. Makes periodic follow-up inspections with probationary professionals for compliance; conducts random inspections of licensed professionals to assure compliance of the health service acts.
7. Assembles and organizes all data obtained through investigations; analyzes information and makes determination on compliance with department regulations; recommends appropriate disciplinary action; updates case files as new information and reports are received.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

- Option A: * Requires bachelor's degree, preferably with coursework in law, government and health related fields.
- * Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education.
- Option B: * In addition to the above requirements, as stated in Option A, requires a Basic Training Certificate as awarded by the Illinois Law Enforcement Training and Standards Board which certifies the fulfillment of all requirements as prescribed by Chapter 85, Paragraph 507 of the Illinois Revised Statutes and is qualified as a Law Enforcement Officer or successful completion of a Police Basic Training Course which is acknowledged as acceptable by the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Police Officer pursuant to the Illinois Statute.

NOTE: After appointment to Option B, employees will be appointed Controlled Substance Inspector (CSI) status by letter from the Director of the Department of Professional Regulation.

Knowledges, Skills and Abilities

- Requires working knowledge of modern law enforcement investigatory concepts and techniques.
- Requires working knowledge of Illinois State Statutes, rules and regulations concerning administrative law.
- Requires working knowledge of the functions and interrelationships of state agencies.
- Requires working knowledge of methods and procedures of office management.
- Requires ability to prepare written reports based upon findings of investigations to be filed with State's Attorney for prosecution or for use as a basis for license revocations proceedings by the department.
- Requires ability to recognize and gather appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary actions.
- Requires ability to maintain security during investigative activities.
- Requires ability to prepare case reports for referral to regulatory staff and/or prosecuting agencies.
- Requires ability to exercise discretion and judgment in making decisions concerning the status of cases, and recommend what action the department should initiate; applies and interprets agency policies and procedures.
- Requires possession of an appropriate valid driver's license.

* Education and experience requirements are mandatory minimums, in accordance with the Medical Practice Act of 1987 (225 ILCS 60/7 [1992]), and the Illinois Dental Practice Act (225 ILCS 25/41 [1992]).