

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH SERVICES INVESTIGATOR II

	<u>POSITION CODE</u>
Option A - General	18185
Option B - C.S.I.	18186
Option C - Pharmacy	18187
Option D - Pharmacy C.S.I.	18188

Effective: 7-1-10

DISTINGUISHING FEATURES OF WORK:

Under general direction, Option A: Performs lead worker functions over the investigation activities of the health services investigative unit; functions as a liaison between the investigative unit(s) and the disciplinary board(s); conducts initial screening of recorded complaints to determine if initiation of an investigation is warranted; performs intensive investigations such as those requested by the Director of Enforcement or by the Director.

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

Option C: Performs same work role as Option A with lead worker functions over the pharmacy inspection activities of Drug Compliance Investigators, conducting investigations of pharmacies under the Pharmacy Practice Act of 1987.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs lead worker functions over the activities of the investigations staff in either the medical, dental, or other health related professions units; assists the division manager in coordinating investigation unit(s) relating to compliance with laws, rules and regulations that affect these investigative units.
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 the Section to enter controlled premises and to conduct administrative inspections thereof and of the things specified; or (2) execute and service 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."

HEALTH SERVICES INVESTIGATOR II (Continued)

3. Performs lead worker functions over the activities of Drug Compliance Investigators conducting investigations at any pharmacy or any other place in the State of Illinois holding itself out to be a pharmacy where medicines or drugs or drug products or proprietary medicines are sold, offered for sale, exposed for sale, or kept for sale. The pharmacy investigators shall be the only department investigators authorized to inspect, investigate, and monitor probation compliance of pharmacists and pharmacies.
4. Reviews files, reports, and other pertinent documents prepared by investigative staff to determine if appropriate investigation activities were conducted, proper documentation collected, and written reports of findings and recommendations are made in a concise, accurate and complete form; in a training capacity, occasionally accompanies investigator while conducting investigations to assure appropriate questions are being asked and adequate information is collected.
5. Conducts a preliminary presentation and recommends actions and status of investigated cases to higher authority for action; assures appropriate follow-up based upon approved course of action; determines the degree of sensitivity of investigation and proceeds accordingly.
6. Functions as a liaison between investigative units; conducts screening of complaints received; determines if findings warrant further investigation.
7. Provides testimony in a court of law, regulatory/administrative hearings; serves as a department representative and liaison with defense counsel, States Attorney, Attorney General, and regulatory attorneys.
8. Cooperates and provides investigative assistance to other state, local and federal agencies investigating complaints against health services practitioners to facilitate the proper and timely dispositions of cooperative investigations; performs intensive investigations such as those requested by the Director of Enforcement or by the Director.
9. Analyzes data and computer printouts, i.e., statistical samples, and triplicate prescriptions issued by pharmacists or drug dispensing centers to identify trends or violations to initiate investigations if probable cause is shown.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

HEALTH SERVICES INVESTIGATOR II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

- Option A: * Requires a bachelor's degree, preferably with coursework in law, government and health related fields.
* Requires three years progressively responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education and one year of responsible investigatory experience.
- 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.
- Option C: ** Requires graduation, from an accredited college of pharmacy, or hold at a minimum, a Bachelor of Science degree in pharmacy.
** Requires at least five years of professional experience in the practice of pharmacy immediately prior to appointment.
** Requires registration as a pharmacist in the State of Illinois in good standing.
- Option D: * In addition to the above requirements, as stated in Option C, 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.

* 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]).

** Education and experience requirements are mandatory minimums in accordance with the Pharmacy Practice Act of 1987 (225 ILCS 85/10 [1991]).

HEALTH SERVICES INVESTIGATOR II (Continued)

Knowledges, Skills and Abilities

**Requires thorough knowledge of the principles and practices of professional pharmacy.

Requires extensive knowledge of the modern law enforcement investigatory concepts and techniques.

Requires extensive knowledge of the Illinois State Statutes, rules and regulations concerning administrative law.

Requires extensive knowledge of the methods and procedures of office management.

Requires working knowledge of the functions and interrelationships of state agencies.

Requires ability to think logically and objectively to analyze and evaluate facts, evidence, and related information and arrive at a sound conclusion.

Requires ability to oversee the preparation of written reports and to organize, and coordinate the activities of the investigative staff.

Requires ability to recognize appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary actions.

Requires ability to review prepared 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.

Requires ability to apply and interpret agency policies and procedures to the investigative program.

Requires possession of an appropriate valid driver's license.

** Education and experience requirements are mandatory minimums in accordance with the Pharmacy Practice Act of 1987 (225 ILCS 85/10 [1991]).