

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH SERVICES INVESTIGATOR II	<u>Position Code</u>	<u>Effective Date</u>
Option A - General	18185	4-1-16
Option C - Pharmacy	18187	4-1-16

DISTINGUISHING FEATURES OF WORK:

Option A: Under general direction, performs lead worker functions over the investigation activities of the health services investigative unit; functions as a liaison between the investigative units and the disciplinary boards; conducts initial screening of recorded complaints to determine if initiation of an investigation is warranted; performs intensive investigations such as those requested by the Chief of Enforcement or by the Agency Director; may travel to perform these functions.

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

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 units relating to compliance with laws, rules and regulations that affect these investigative units.
2. Conducts complex and sensitive investigations of health related professionals; examines patient files, interrogates subjects and interviews witnesses; collects, organizes and preserves evidentiary materials; assimilates evidentiary material in comprehensive reports covering investigative activity, manages caseloads and recommends action; executes and serves administrative inspection notices, warrants, subpoenas and summonses.
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, drugs or drug products or proprietary medicines are sold, offered for sale, exposed for sale or kept for sale.
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 format; in a training capacity, occasionally accompanies investigators while conducting investigations to assure appropriate questions are being asked and adequate information is collected and provides input to supervisor; enters data on computer concerning investigative activities; compiles data and documentation in support of projected requirements on investigative activities and verifies all documentation for accuracy.
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.

HEALTH SERVICES INVESTIGATOR II (continued)

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 and regulatory or 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 disposition of cooperative investigations; performs intensive investigations such as those requested by the Chief of Enforcement or by the Agency Director.
9. Analyzes data, computer printouts, 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.

DESIRABLE REQUIREMENTS:

Education and Experience

Option A*: Requires a bachelor's degree, preferably with coursework in law, government or health related fields.

Requires three years progressively responsible investigative experience in law enforcement or related field, or one year of advanced medical or dental education and one year of responsible investigative experience.

Option C**: Requires current licensure in good standing as a registered pharmacist in the State of Illinois.

Requires at least five years of professional experience in the practice of pharmacy immediately prior to appointment.

Knowledge, Skills and Abilities

For option C only, requires thorough knowledge of the principles and practices of a professional pharmacy.

For both options:

Requires extensive knowledge of modern law enforcement investigative concepts and techniques.

Requires extensive knowledge of the Illinois Compiled Statutes and 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, and 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.

HEALTH SERVICES INVESTIGATOR II (continued)

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

Requires possession of an appropriate valid driver's license and the ability to travel.

*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 (225 ILCS 85/11).