

STATE OF NEBRASKA CLASS SPECIFICATION
DHHS FRAUD INVESTIGATOR

EST: 9/90 – REV: 12/09
CLASS CODE: X73641

DESCRIPTION: Under limited supervision conducts investigations on referrals and/or allegations related to suspected fraud in DHHS Public Assistance programs such as Supplemental Nutrition Assistance, ADC, AABD, Energy Assistance, etc. Performs thorough professional investigations utilizing investigatory skills. Investigation includes auditing client and worker records, interviewing witnesses, clients and employers, consulting with DHHS program staff. Determines if client case should be referred for criminal prosecution and/or administrative hearing. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts audits of files, client records and computer generated printouts to identify potential intentional program violations by clients or staff. Reviews case files to determine if files are complete, accurate and meet existing guidelines. Writes reports of investigative findings.

Interviews service providers, employers, clients and third parties to collect information about the services and assistance provided to obtain evidence of fraud and abuse, to verify information and to inform them of the applicable aspects of the law.

Determine whether or not there was intent by a client to defraud the agency and if the client should be referred for criminal prosecution and/or an administrative hearing.

Represent the Agency at Intentional Program Violation hearings and criminal court proceedings to present evidence and explain investigation and findings. Questions witnesses and presents summary of the State's position at IPV hearings. Consults with agency employees and witnesses to prepare them for administrative and court appearances.

Makes referrals for recoupment of overpayments when collection activities are warranted and criminal prosecution is not possible. Negotiates repayment agreements for overpayments.

Acts as a resource to public and staff, receive referrals from public, staff, government agencies, other state agencies, law enforcement officials, school officials, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency rules and procedures pertinent to fraud and abuse investigation, social service programs, federal regulations related to social service programs, social service computer programs and functions, investigative techniques and documentation requirements.

Ability to : obtain, record and document information, identify fraud based on investigations, interpret fraud and abuse laws and regulations, prepare accurate and concise written reports, explain processes and procedures to attorneys, the public and staff, interpret fraud and abuse laws and regulations and comply with confidentiality requirements.

X73641 – DHHS Fraud Investigator (continued)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: principles, practices and techniques of interviewing to gather information, public assistance programs and techniques of case management.

Ability to: interact with clients, employees and criminal justice authorities to conduct investigations and establish working relationships, effectively communicate, make decisions and take action in dealing with problems and situations within established guidelines, conduct and control interviews to obtain information from cooperative and hostile individuals, solve arithmetic problems and speak before groups to present technical information.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, but are not limited to, the following coursework/training experience.)

Any combination of training and experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification a guideline for positions in this class is: post high school coursework/training in: criminal justice, social or behavioral science, public administration, law, accounting, social work or investigative methods.

OR

High school education or equivalent and experience in a social service agency with responsibility for eligibility determination in a variety of program areas.

OR

High school education or equivalent and experience performing investigation, auditing, research or information search activities, medical or service provider billing, claims adjustment review, or processing, service or payment authorization.

SPECIAL NOTE:

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.