

STATE OF NEBRASKA CLASS SPECIFICATION
PROFESSIONAL & OCCUPATIONAL LICENSING
INVESTIGATOR

EST: 03/86 – REV: 12/19
CLASS CODE: X62461

DESCRIPTION: Under limited supervision, completes assigned investigations of complaints against licensed health professionals; prepares documentation and writes investigational reports to appropriate examining boards and Attorney General's staff; monitors and evaluates compliance of licensed health professionals with conditions of licensure; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not available.

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.)

Investigates complaints of alleged violations of statutes, rules, and regulations governing the practice of licensed health professionals; investigates alleged violations of the controlled substances statutes.

Responds to requests for assistance from governmental agencies such as the FBI, DEA, FDA, Nebraska State Patrol and other state agencies, law enforcement agencies and insurance companies.

Prepares comprehensive reports of investigations.

Maintains detailed records, evidence and data pertaining to investigations.

Advises and provides guidance to licensees on applicable statutes, rules, and regulations pertaining to their individual professions.

Consults and assists law enforcement agencies with investigations and provide expert consultations, when appropriate.

Conducts controlled substance accountability audits.

Destroys outdated and/or unwanted pharmaceutical controlled substances according to established federal protocol with assistance from pharmacists, physicians, hospitals and other controlled substance registrants.

Monitors licensees who have been placed on probation or whose practice has been limited.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State statutes governing health professions licensed by the Department of Health; federal and state laws and regulations related to controlled substances; administrative procedures followed during a disciplinary proceeding; medical terminology, investigative techniques, principles of evidence law and due process requirements; interview and interrogation techniques; investigative techniques; basic grammar and composition; mathematics and behavioral sciences.

Ability to: write in a clear and concise manner; interpret and enforce statutory requirements; gather information relative to practice and competency issues; interact with other governmental agencies, health care providers and the public; adhere to the principles of due process; communicate effectively; prepare objective, factual reports; maintain confidentiality; compile and evaluate data relative to investigations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in a health care related field, law or law enforcement or field related to the assigned regulatory program and one year experience reviewing records and reports, evaluating the use of evidence and conducting investigations. Equivalent experience or coursework/training may substitute for the educational requirement on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).