

INSPECTOR GENERAL**Nature of Work**

Under administrative direction, performs work at the advanced level administering the investigative work of the Office of the Inspector General. Directs the divisions which monitor economic and social services, hears cases of denied or revoked economic assistance and investigates medical and welfare fraud. Determines appropriate legal steps in cases of client or provider fraud or employee misconduct. Performs related work as required.

Examples of Work

Plans, directs and supervises the work of the divisions of the office of the Inspector General; approves policy, procedure or actions of the units.
Represents the office at department meetings and meetings with other state and federal agencies.
Reads and approves all investigative fraud reports of alleged wrongdoing committed by medical vendors, agency clients and agency employees; advises on legal action to be taken.
Writes or approves reports submitted to the Commissioner or state and federal agencies.
Develops and submits an annual budget and monitors monthly expenditures in the divisions.
Recommends personnel actions for the office employees.
Maintains an effective working relationship with state agencies, federal agencies, law enforcement officials and prosecuting attorneys.
Maintains files on all investigations performed by the unit.

Knowledge, Skills and Abilities

Knowledge of the laws, rules and regulations pertaining to the programs of the Division of Human Resources.
Knowledge of federal and state funding sources and procedures for public welfare and social service programs.
Ability to establish effective working relationships with subordinates, state and federal agency personnel, law enforcement officials and the general public.
Ability to communicate well, both orally and in writing.
Ability to analyze and to make sound decisions based on fact.

Minimum Qualifications

TRAINING: Graduation from a regionally accredited or American Bar Association accredited law school.

SUBSTITUTION: Master's degree from a regionally accredited college or university in sociology, social work, criminal justice, corrections, counseling, behavioral science, industrial relations/management, public administration, business administration, or closely related field, plus two additional years of qualifying experience as described below may substitute for the JD degree.

EXPERIENCE: Six years of full-time or equivalent part-time paid administrative or professional experience in the area of assignment, four years of which must have been in a program administration capacity.

PROMOTIONAL ONLY: Ten years of full-time or equivalent part-time paid administrative or professional experience within DHHR, four years of which must have been in a program administration capacity within the area of assignment OR a Bachelor's Degree from a regionally accredited college or university in sociology, social work, criminal justice, corrections, counseling, behavioral science, industrial relations/management, public administration, business administration, or closely related field and six years of full-time or equivalent part-time paid administrative or professional experience in the area of assignment, four years of which must have been in a program administration capacity.

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INSPECTOR GENERAL (CONT'D)

Areas of Assignment:

Behavioral Health

General Administration

Health Facilities Licensure and Certification

Investigation

Legal

Social Services

Law Enforcement

Established: 8/20/92

Revised: 4/4/11

Effective: 4/4/11