



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INSURANCE FRAUD INVESTIGATOR SUPERVISOR

Job Number: 20000890

Job Code: 35530V150416

Job Group: 3500 - INSURANCE REGULATION

Job Established: 09/16/1994

Job Revised: 04/16/2015

Grade: 16	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$21,870-\$28,972 - Hourly	NONE
	\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary	NONE
	\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs supervisory and managerial functions in the administration and coordination of investigative operations of white collar criminal cases and program development. Performs professional level work in the most complex and sensitive investigations and other related activities for the purpose of determining whether violations of criminal laws relating to insurance fraud have occurred; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of experience in criminal justice, investigative law enforcement or insurance related field of investigation.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in investigative law enforcement OR experience in the insurance industry, an insurance regulatory agency or related field in financial analysis, claims adjusting investigation, management, or experience dealing with substantive insurance issues will substitute for the required education on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be twenty-one years of age. Must possess and maintain a valid driver's license prior to appointment in this classification. Must be a certified peace officer pursuant to KRS 15 and 503 KAR 1:140. For additional information please refer to: <http://www.lrc.ky.gov>.

lrc.state.ky.us/KRS/015-00/382.PDF Employees in this classification are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered by the Kentucky Law Enforcement Council. Must maintain a valid driver's license for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and coordinates the work of the Department's investigative staff conducting criminal investigations of activity involving all types of alleged insurance fraud. Plans and conducts complex and sensitive investigations involving the search, surveillance and the apprehension of persons in violation of state and federal laws involving all types of insurance fraud. Interviews witnesses, interrogates suspects, searches for physical evidence and clues, and inspects records and documents to determine evidentiary value. Secures and serves search warrants and subpoenas and makes arrests. Interfaces with federal, state, and local agencies as required on a case by case basis. Communicates with insurance companies. Consults with staff attorneys on case preparation and litigation. Drafts, presents and discusses with prosecuting attorneys information relating to the investigations in preparation for prosecution of criminal practices. Compiles extensive reports. Uses computer for communication, investigations and reports. Testifies before grand juries, courts and administrative bodies. Catalogues, marks and secures evidence. Evaluates and oversees training of departmental investigative staff. Compiles and reviews records and reports. Interprets, applies and enforces departmental rules, regulations and policies; assists in the development or revision of same. Reviews cases for completeness and accuracy. Recommends procedures for development of case. Reviews affidavits and search warrants for content, probable cause and form. Provides training for investigators in proper procedures, regulations and policies of agencies. Prepares technical reports and correspondence relating to the activities within the Department. Conducts public presentations in reference to insurance fraud.

**UNIQUE PHYSICAL REQUIREMENTS:**

Seizure of documents require lifting of boxes. Must have physical ability to be proficient in non-lethal use of force (i.e., self-defense and handcuffing) and the use of a firearm

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Will have frequent contact with the general public. May work irregular hours. Statewide travel is required and may be required to travel out of state for investigations, coordinate efforts with other jurisdictions and training. Hazardous duty as related to law enforcement including arrests that could result in physical effort or altercation.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*