



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF OF RECOVERY SERVICES AND INVESTIGATIONS</b>	<b>39</b>	<b>A</b>	<b>11.305</b>

Under general direction of the Deputy Administrator of the Division of Welfare and Supportive Services (DWSS), the incumbent plans, organizes, and directs the detection, deterrence, and reduction of fraud and abuse by applicants, recipients, staff, providers, and vendors and oversees debt management and collection.

Establish and monitor the accomplishment of unit and program goals and objectives to ensure that programs are administered in compliance with State and federal laws and regulations and in accordance with the goals and objectives of DWSS; assist in budget preparation and monitoring of expenditures.

Manage a comprehensive investigative and benefit recovery program, including review of contracted vendor and provider services, pre-eligibility investigations, recipient investigations, overpayment calculations, collections, program disqualifications, and initiation of civil court actions and criminal prosecutions; coordinate activities with other State agencies, the criminal justice system, and the federal government.

Identify program needs, research and develop policies and procedures, and prepare proposals for procedural changes to improve program integrity and efficiency; draft legislation and provide related testimony.

Monitor and issue reports of fraudulent activity; initiate and review results of sensitive investigations involving major criminal or program violations.

Conduct investigations of suspected misconduct by employees related to public benefits at the request of the Administrator; recommend improvements in internal controls to prevent fraud by employees.

Work with affected individuals and entities to resolve complaints and regain compliance, pursuing criminal prosecutions when necessary; approve and impose administrative sanctions and disqualifications; testify in administrative and judicial proceedings.

In cooperation with information technology staff, develop and implement computer programs to generate statistical reports and to prevent and facilitate the correction of overpayments; administer State participation in various federal reporting systems related to public assistance.

Interpret program requirements and respond to official and public inquiries concerning regulations and procedures.

Supervise and evaluate the performance of a large staff, including subordinate supervisors and support personnel; oversee staff training in investigations, community relations, and program laws and regulations.

Perform related duties as assigned.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in criminal justice, business or public administration or closely related field and four years of professional-level investigative, auditing and/or program-related experience where standard investigative or auditing techniques were utilized to make program compliance determinations, enforce state and federal laws, and prepare detailed reports for the purpose of justifying

## MINIMUM QUALIFICATIONS (cont'd)

## EDUCATION AND EXPERIENCE: (cont'd)

administrative sanctions, penalties or criminal prosecution. Determinations are based on evidence collected, applying laws and regulations, and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory, program-related or comparable setting; **OR** graduation from high school or equivalent education and six years of experience as outlined above; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Supervisory Compliance Investigator in Nevada State service.

## ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** the purpose, activities and functions of the program area as applied to administering compliance activities; rules of evidence, rights of citizens and court procedures. **General knowledge of:** establishment and manipulation of databases; principles of budgeting and fiscal management. **Ability to:** negotiate and formulate complaint resolution; explain methods and requirements for compliance with agency policy; assist in the development of division goals, objectives, operating policy and procedure.

## FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** Medicaid and other public assistance program rules and regulations, agency policy and procedure and/or federal laws that pertain to the management of investigative activities. **Working knowledge of:** supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel; budgeting and fiscal management. **Ability to:** plan, direct and coordinate the work of others; maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system federal government, and the general public; communicate program goals, policy and procedures to subordinate staff, the judicial system and the general public; analyze information, problems, situations, practices or procedures to define problems or objectives; supervise personnel which includes delegating responsibility, the recruitment and training of staff, evaluating the effectiveness of subordinates, and administering necessary discipline.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.305

ESTABLISHED: 5/22/91R  
5/29/92PC  
REVISED: 9/14/12PC