

## Job Class: Investigative Specialist

### Working Title: Investigator

Job ID 27366

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 10/08/2018

**Closing Date:** 10/29/2018

**Hiring Agency/Seniority Unit:** Minnesota Emergency Medical Services Regulatory Board/MAPE

**Work Shift:** Days

**Work Hours:** 8:00 a.m. to 4:30 p.m.

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$26.30 - \$38.75/hourly; \$54,914 - \$80,910/annually

**Classified Status:** Classified

**Connect 700 Program Eligible:** Yes

### Job Summary

The Investigator position serves as a key and collaborative member of a team that protects the public's health and safety with regard to EMS in Minnesota. The Minnesota Emergency Medical Services Regulatory Board is located in Minneapolis, Minnesota, and this position will be based at the Minneapolis office.

This purpose of this position, with limited supervision, is to thoroughly investigate complaints and allegations of misconduct contending violations of statutes and rules administered by the EMSRB regarding those individuals and entities subject to the agency's jurisdiction: certified EMS personnel, licensed ambulance services, registered medical response units, and approved EMS education programs. This position also will investigate violations of EMSRB Board disciplinary orders. Cases investigated involve complicated and complex fact patterns that allege violations of patient care protocols as well as violations of statutes and rules. This position will manage a caseload of several cases, prepare detailed case reports for staff and board member review and for disciplinary administrative hearings, and will testify at hearings as required.

Responsibilities for this position include, but are not limited to:

- Investigate thoroughly complaints and allegations of misconduct regarding individuals and entities subject to the Board's jurisdiction.
- Conduct interviews of witnesses, third parties, and the subjects of an investigation.
- Obtain, review, and analyze documents and other evidence including audio and video recordings.
- Prepare detailed reports summarizing investigative findings.
- Work in a team environment, collaborating effectively and productively.
- Assist in assessing and solving problems associated with functional and operational issues of the agency.

## Minimum Qualifications

\*\* To facilitate proper crediting, please ensure that your resume clearly describes your investigative experience.

- Two-year degree in law enforcement, criminal justice, public safety, health care, health care auditing/investigations, or in a field related to the work of the position; and
- Four (4) years professional experience conducting investigations. A Bachelor's degree or higher in law enforcement, criminal justice, public safety, health care, health care auditing/investigations, or in a field related to the work if the position may substitute for one (1) year of this experience.

## Preferred Qualifications

- A Bachelor's degree or higher in law enforcement, criminal justice, public safety, health care, health care auditing/investigations, or in a field related to the work of the position.
- Current or previous certification as an Emergency Medical Responder/First Responder, Emergency Medical Technician, or Paramedic.
- Knowledge and understanding of public safety and emergency medical services.
- Experience and knowledge of best investigative practices and techniques.
- Written communication skills sufficient to compose clear, concise, error-free, and understandable narratives and presentations that communicate complicated issues.
- Proficiency in Microsoft applications.
- Knowledge of the structure and organization of local and state government.
- Ability to work effectively as part of an interdisciplinary team with colleagues of diverse backgrounds.

## Additional Requirements

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

It is our policy that candidates submit to a background investigation prior to employment. The background check may consist of the following components: criminal history check (a criminal conviction will not automatically remove a candidate from consideration); employment reference check; education verification check; SEMA4 records check, and a driver's license records check.

## Why Work For Us

This is a rare opportunity for an exceptional professional to protect the public's health and safety. The work will be interesting, challenging, and rewarding.

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>

For additional information about the position, including the position description, go to <https://mn.gov/boards/emsr/b/>

## Contact

If you have questions about the position, contact Jodie Segelstrom 651.259.3768 or [jodie.segelstrom@state.mn.us](mailto:jodie.segelstrom@state.mn.us)

If you are a Connect 700 applicant, please email your certificate to Jodie Segelstrom at [Jodie.segelstrom@state.mn.us](mailto:Jodie.segelstrom@state.mn.us) by the position close date.

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#### AN EQUAL OPPORTUNITY EMPLOYER

*The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.*

*We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.*