

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6636700

Manager Medicaid Investigations, M-3

Brief Description of the Class

Manager Medicaid Investigations use various methods to identify cases of Medicaid fraud and abuse, and to analyze, review, and refer such cases for administrative and legal action. Incumbents lead and coordinate investigations of fraud and misconduct related to New York State Medicaid programs, operations, and beneficiaries. This title is classified in the Office of Medicaid Inspector General (OMIG). All Manager Medicaid Investigations are in the non-competitive jurisdictional class.

Distinguishing Characteristics

Manager Medicaid Investigations: managerial level; under the general direction of the Deputy Medicaid Inspector General (MIG) for Investigations, oversees and coordinates the overall Medicaid anti-fraud investigative functions and recommends policy changes to ensure the Medicaid Program is compliant with existing State and federal law; is operating efficiently; and implements policy change determinations of the Medicaid Inspector General and executive staff.

Illustrative Duties

Manager Medicaid Investigations

Operates with a great deal of independence and assists the Deputy MIG in managing statewide operations in Medicaid fraud and abuse detection programs and directs, manages, and oversees ongoing activities and administrative functions for the Division of Medicaid Investigations.

Confers with the Deputy MIG and/or other executive level management to define investigative projects, initiatives, and long-term objectives.

Supports the priorities of the division as directed by the Deputy MIG and keeps the Deputy MIG apprised of overall upstate activities and progress.

Directs the overall work plans and program and operational goals and objectives of investigations and related administrative units that support the overall mission of the division.

Recommends actions and investigations to be taken regarding Medicaid fraud, waste and abuse findings.

Establishes investigative priorities and oversees subordinate managers in carrying out investigative projects and initiatives.

Ensures clinical, data analysts and investigative staff are working collaboratively on addressing outstanding cases.

Ensures referrals to other entities are made as appropriate.

Ensures notices of proposed agency action and notices of agency action are reviewed and issued timely.

Serves as liaison with other investigative entities or stakeholders, such as the New York State Attorney General's Office, the Office of the Inspector General, and the Federal Department of Health and Human Services.

Assists the Deputy MIG in preparing internal and external communications or other special projects, as directed.

Identifies areas where investigators would benefit from training and makes specific recommendations to the Deputy MIG for training programs.

Minimum Qualifications

Manager Medicaid Investigations

Non-Competitive: ten years of full-time professional investigative experience in a position primarily involving field investigation and the preparation of detailed narrative reports; a minimum of three years of the experience must have been at the supervisory level; or one year of the experience must have been at the managerial level.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or a related field may substitute for four years of qualifying experience. Related fields include: cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, and homeland security.

NOTE: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those that were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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