



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0720

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**SPECIAL INVESTIGATIONS UNIT SUPERVISOR**  
**WORKFORCE SAFETY & INSURANCE**  
GRADE M

**SCOPE OF WORK:**

Work involves managing the Special Investigations Unit (SIU) staff and contract investigators and overseeing agency fraud investigations.

**DUTIES PERFORMED:**

- Supervise staff; establish work goals and objectives; assign and evaluate work; provide feedback and training to employees.
- Monitor and review fraud investigations; advise agency departments and staff regarding investigation results; assign and manage injured worker, employer, and medical provider investigations.
- Draft and issue subpoenas, stipulations, agency informal decisions, and administrative orders affirming agency decisions.
- Make referrals of fraud cases to State's Attorneys for criminal prosecution; prepare criminal complaints and probable cause affidavits; testify as required.
- Manage contracts with private investigators; prepare request for proposals including developing specifications and assisting with contract negotiations; conduct evaluations of vendor's services; provide training and coaching as needed.
- Prepare and manage SIU budget; review private investigator reports; approve invoices for payment.
- Monitor industry trends and best practices; analyze fraud trends and develop detection processes and training.
- Facilitate and participate in meetings, workshops, and seminars as necessary; provide guidance related to special investigations and fraud.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelors degree in criminal justice, law, legal assistant, or related field and five years of professional level investigative management work experience that included management of staff.

Eff. Date: 10/14