



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 4020

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**QUALITY CONTROL REVIEWER**

GRADE L

**SCOPE OF WORK:**

Performs random reviews of cases receiving assistance, in accordance with federal guidelines. These reviews measure the accuracy of eligibility determination and assistance amounts by county social service boards (CSSB).

**DUTIES PERFORMED:**

- Conduct home visit interviews with a sample of participating families.
- Complete in-depth studies of cases to determine specific areas requiring investigation.
- Prepare and provide summaries of quality control findings.
- Conduct reviews of negative (closings/denial) case findings.
- Provide interpretation of federal and state rules and regulations with regard to quality control policies and procedures.
- Review and analyze MA claims for accuracy of payment; document errors and their causes; provide reports to MA division and federal government.
- Generate AFDC, FS, and MA statistical reports; provide to appropriate staff.

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

Requires a bachelor's degree and two years experience in eligibility determination or in the administration of economic assistance programs, policy, or quality control.

**Note:** Satisfactory completion of high school or the GED and experience in one of the above mentioned areas may substitute for the education requirement on a year-for-year basis.

Eff. Date: 6/88

Rev. Date: 1/97 - Complete revision of class including class title and pay grade; deleted class 4022.

Rev: 7/12 – Conversion to Hay Sytem