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| **DUTY STATEMENT** | | | | |
| Class Title  INVESTIGATOR | | | | Position Number  806-307-8610-XXX |
| Unit |  | | | |
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| Section  South | | | | |
| Branch  Investigations | | | | |
| Division  Audits & Investigations | | | | |
| This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adherence to departmental policies and procedures regarding attendance, leave, and conduct.  The California State Personnel Board Specification describes the Investigator classes used by the Department of Health Care Services, Audits and Investigations, Investigations Branch. Subordinates may be assigned to provide technical assistance and training to local, State, and Federal law enforcement and social services agencies. Investigators perform the full range of peace officer duties and responsibilities in the accomplishment of their assignments.  The position requires successful completion of the POST (CA Commission on Peace Officer Standards and Training) Certified Basic Peace Officer Training Course (basic academy)  The incumbent is required to meet POST requirements for CPT, (Continuing Professional Training) attend, participate and successfully complete POST certified and/or Investigations Branch mandated training courses, including but not limited to weapons qualifications and defensive tactics training, as well as training required by the Department. | | | | |
| **Job Summary:** Conduct full and complete criminal/civil investigations into allegations of fraud perpetrated against the California Medical Assistance Program (Medi-Cal) and other programs under the review of the Department of Health Care Services. | | | | |
| **Supervision Received:** Under the general supervision of the Supervising Fraud Investigator I | | | | |
| **Supervision Exercised:** None  . | | | | |
| **Description of Duties:** All Investigators, Department of Health Care Services (DHCS), are peace officers under California Penal Code, Section 830.3(h) which performs investigative duties comparable to other peace officers. During the course of their employment, they are required to carry a firearm and be proficient in its use. Further, investigators must be knowledgeable in the area of non-lethal force, demonstrating appropriate use as prescribed in departmental policy. DHCS Audits & Investigations (A&I) Division utilizes a field based investigative model which requires investigative staff to leave directly and return to their residences or secured parking location for field assignments at the beginning and at the end of each work day; investigative staff are provided state law enforcement vehicles to perform their field duties and although A&I maintains regional field offices, investigative staff spend a minimum of 90 percent of their assignments in the field, and only coming to their assigned office to accomplish those tasks which cannot be complete in the field. | | | | |
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| **Percent of Time** | | **Essential Functions** | | | |
| 80% Conduct “full scope” criminal/civil investigations into allegations of fraud/abuse against the Medi-Cal program and various other programs that may involve overnight assignments and moderate to heavy travel. “Full Scope” is defined: as gathering evidence as prescribed by law; interviewing/interrogating witnesses and suspects; preparing and executing search warrants and subpoenas; conducting surveillance and covert activities; preparing detailed reports and making recommendations based on federal and state law, the Code of Federal Regulations and the California Administrative Codes; and testifying before grand juries, the courts and administrative proceedings. Investigations may include the following; organized criminal activity by Medi-Cal beneficiaries; violations of laws and regulations by Medi-Cal providers and their agents; criminal /civil investigations of violations of the Women, Infants, and Children program; cases involving the diversion of legally manufactured controlled substances for illicit use and safety; the illegal use of Medi-Cal documents to fraudulently obtain services; criminal fraud in the Vital Statistics program that involves illegal trafficking of documents; “Enhanced Enforcement Efforts” involving questionable deaths or abuse/neglect of beneficiaries in health care facilities; departmental internal investigations; conferring with deputy district attorneys, city attorneys, attorney generals and federal prosecutors while presenting and preparing cases for court; planning and coordinating Medi-Cal enforcement activity involving state and federal law enforcement officers and allied health agency officials; providing training and technical assistance on the latest techniques of enforcement and investigation of criminal fraud to state, federal and local regulatory agencies; conducting background investigations on peace officer candidates and Medi-Cal providers; effect arrests of law violators; and gathering intelligence data  10% Assist in multi-agency investigations; provide back up to other investigators.  **Marginal Functions** | | | | | |
| 5%      5% | | Prepare cases for referral to the Office of Legal Services to initiate suspension proceedings  against Medi-Cal providers suspected of fraud or abuse of the program.  Perform other routine tasks as required; prepare time reports, vehicle logs, attend staff meetings, training, etc.  **Special Personal Characteristics**  As stated on the California State Personnel Board classification specifications revised on 6/3/12; Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigations work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles, willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests; work under stress and adverse conditions.  **Special Physical Characteristics**  Good health, emotional maturity, and stability; sound physical condition; freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes; effective use of both hands; strength; endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or corrected to normal; and weight proportional to age and height.  **Department Specific Knowledge**  Knowledge of the State Controlled Substances Act; Health and Safety Code, Welfare and Institutions Code, Code of Federal Regulations, the Federal Social Security Act, the Immigration and Naturalization Act, and other state and federal laws pertaining to crimes committed against Medi-Cal and other related programs. | | | |
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| Employee’s signature | | | Date | | |
| Supervisor’s signature | | | Date | | |

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize work periods or otherwise balance the workload.