**DEPARTMENT OF JUSTICE**

**DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
INVESTIGATIONS UNIT**

**DUTY STATEMENT**

**NAME:
CLASSIFICATION:** Crime Analyst I

**STATEMENT OF DUTIES:** As the state’s federally mandated Medicaid Fraud Control Unit (MFCU), the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) works aggressively to investigate and prosecute fraudulent activities and the illegal diversion of health care resources from California’s most vulnerable citizens. Under the supervision of the Special Agent Supervisor, the Crime Analyst I (CA) locates, compiles, analyzes, and disseminates Medi-Cal fraud and elder abuse information, data, and documentary evidence in support of the investigative and prosecutorial duties of the Special Agents, Deputy Attorneys General and Investigative Auditors within the DMFEA.

**SUPERVISION RECEIVED:** Under the supervision of the Special Agent Supervisor.

# SUPERVISION EXERCISED: None

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day. Ability to pull and replace files. Ability to lift up to 25 lbs. may also be required. May be required to use an OSHA approved stepladder, as well as stand, bend, kneel, and reach. May be required to travel as necessary.

**TYPICAL WORKING CONDITIONS:** Open work space in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Gathers and reviews various investigative documents. Performs analysis of Medi-Cal billing codes, trends, and histories to identify possible aberrant or abusive billing and claiming patterns utilizing knowledge of probable violations of federal regulations, state codes, and department of Health Care Service policies. Prepares statistical charts and summaries, and produces workups on trends, suspects, and witnesses. Using information compiled, provides recommendations to Special Agents and Investigative Auditors to determine appropriate course of investigative and legal action. Researches and prepares reports, which may include reports of investigation, search warrants, affidavits of arrest, complaints, subpoenas, and interviews. Query and utilize applicable case information by accessing various databases including, but not limited to, CLETS, MEDS, MMIS, Auto Track, and Lexis Nexis. Consult with Deputy Attorney Generals, Special Agents and Investigative Auditors on findings and potential issues.

20% Consults with Special Agent Supervisors and Supervising Deputy Attorney Generals to maintain the accurate status of investigations and matters in the ProLaw case management

system. Perform ongoing internal audit of adjudicated and non-adjudicated case matters for closing and ensures all documentation required by State and Federal agencies is accurately uploaded in the case management system. Performs research in compiling, analyzing, evaluating, correlating and disseminating information of findings. Add and evaluate docket events as requested. Timely scan and import relevant documents. Complete complaint forms related to cases in order to request Matter ID’s for additional defendants prior to criminal filings. Coordinate referral packets with appropriate agencies, if required; notify Case Intake and Development Unit of closure and resolve any discrepancies.

20% Secures and reviews large volumes documentary evidence such as medical records, Medicaid billing, digital forensics data, as well as other physical property that may be used in the course of formal civil and criminal investigations. Acts as liaison between the Division and other law enforcement and legal agencies to facilitate production of evidence for depositions and trial. Accurately manages sensitive evidence and property inventory provided to the Division and ensures the integrity of such evidence through the judicial process. Evaluates and monitors the program for efficiency and develops alternatives and solutions to address handling procedures. May be asked to testify at hearings or in court regarding evidence chain of custody.

10% Provide additional administrative support as needed for Agent and Auditor team functions, including, but not limited to, purchasing, personnel, property control, safety, and reception duties. May perform other related duties as assigned.

**I have read and understand the essential functions and typical physical demands of the job offered to me, and I am able to perform the essential functions with or without reasonable accommodation.**

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Employee’s Signature Supervisor’s Signature