

<b>Classification Title:</b> Chief, Fraud Bureau, Department of Insurance	<b>Branch/Division/Bureau:</b> Enforcement Branch/Fraud Division
<b>Working Title:</b> Assistant Chief	<b>Office/Unit/Section/Geographic Location:</b> Northern Region
<b>Position Number (13 Digit):</b> 413-176-7545-001	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the general direction of the CEA B, Fraud Division (Division Chief), the incumbent plans, organizes, and coordinates the work of multiple offices within the Northern geographical region engaged in the criminal investigation of insurance fraud and related penal statutes. Additionally, the incumbent serves concurrently as a designated program specialty expert within the Fraud Division. Travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel will include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**ESSENTIAL FUNCTIONS**

- 30%** Responsible for the operation of a major regional area of the Northern state. Manage, direct, and administer the overall activities of a large number of subordinate staff. Set and monitor goals and objectives. Resolve conflict, including discipline and grievances. Ensure that the major regional area's fiscal and program integrity is maintained and is in alignment with the Fraud Division statewide objectives and goals.
- 25%** Ensure coordination of major field operations and activities with other regional areas and Enforcement Branch headquarters, including the completion, evaluation and oversight of special projects, programs or studies affecting operations, data systems, policy manual development and revision, and employee safety issues. Direct and/or coordinate the Fraud Division office inspection program with headquarters staff. Serve as an active member of the Fraud Division Management Team. Participate in management planning sessions to identify and recommend action on staffing, budgetary or policy issues. Within his/her program specialty, advise Fraud Division Chief on policy and legislative matters that directly affect operations statewide. Act on behalf of the Fraud Division Chief in his/her absence.

- 15%** On a statewide basis, serve as a designated program specialty expert within the Fraud Division. As required by the Fraud Division Chief, appear before executive, legislative, industry, and public forums. Serves as the Disaster Response coordinator for the Fraud Division and the Fraud Division Liaison with CDI's Community Relations and Outreach Branch.
- 15%** Within major regional area, supervise all Supervising Fraud Investigator II's (Captains) of regional offices, utilizing performance evaluations and reports, training, guidance and direction, assignments, and the review of work product. Assure compliance with all policies and procedures. Consult with the Assistant Chiefs; Fraud Division Chief; and the Deputy Commissioner, Enforcement Branch, to ensure consistent application of policies statewide.
- 15%** Monitor and exercise regional area control through the Captains/supervisors for all anti-fraud program activities including those of the Automobile Insurance Fraud Program, the Workers' Compensation Fraud Program, the Organized Automobile Fraud Interdiction "Urban Grant" Program, the Disability and Health Program, and Property, Casualty fraud programs. Set and adjust program direction and priorities to conform to Department, Branch, and regional needs. Ensure that appropriate support is provided to the major regional area's anti-fraud programs, regional offices and task forces. Implement any new programs in designated regional area as may be assigned.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Willingness to work throughout the State and at unusual hours
- Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles
- Must be able to work in a law enforcement environment that includes the presence of firearms
- Must be 21 years of age
- Must be able to work in a high-rise building

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name