

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
INVESTIGATIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Special Investigator

SUPERVISION RECEIVED: Under the supervision of the Special Agent Supervisor (SAS). However, assignments and direction may often come from a designated lead or higher-level management.

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 ten hours a day. The incumbent is required to work indoors and outdoors, depending on the situation he/she is involved in, at any given time. Occasional to frequent sitting, standing, walking, driving, and carrying up to 25 lbs. may be required. Will be required to drive and travel as necessary.

TYPICAL WORKING CONDITIONS: Professional smoke free office environment with occasional unspecified field work at businesses, medical facilities and storage locations. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

STATEMENT OF DUTIES: Under the supervision of the Special Agent Supervisor, the Special Investigator (SI) evaluates and investigates criminal allegations and conduct within the mission of the Division of Medi-Cal Fraud and Elder Abuse, including complex and inter-jurisdictional schemes, and assists in the prosecution of such matters. Incumbents may work independently or with a group of investigators (sworn or non-sworn), in executing a lawful and thorough investigation of alleged violations and pursue cases for prosecution where applicable. The SI is flexible in conforming to duties and to the needs of assigned cases and projects; independently performs assigned tasks skillfully, professionally, courteously, and efficiently; exercises independence, initiative, and excellent judgment. Specific duties include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

35% Identify, locate and gather records and evidence to further criminal investigations; assist with search warrants and other official legal papers; organize, review, and analyze evidence, including voluminous banking, business, digital, medical, and paper records; utilize various databases (e.g. DMV, CLETS, Lexis-Nexis) to gather evidence and information related to investigations; collect and secure evidence to preserve the chain of custody; when necessary, maintain evidence room and complete evidence room audits and destructions.

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- 30% Conduct preliminary, pre-investigative screening and assessment of referrals and complaints; plan, develop, and coordinate criminal investigations in consultation with Special Agents, Special Agent Supervisors, and Deputy Attorneys General; identify, locate, contact and interview victims, witnesses, and suspects; identify and pursue investigative leads; communicate and coordinate with government and law enforcement agencies; travel to various locations throughout the state to participate in search warrants or mission essential investigations.

- 15% Prepare concise, detailed reports of the events of the investigation, which include documented evidence, statements from witnesses and a general synopsis to ensure the findings are fully supported by the facts and other evidence.

- 10% Prepare to testify and testify in court and grand jury proceedings; locate and subpoena witnesses; assist in the preparation of witnesses to testify; assist Deputy Attorneys General with the preparation and presentation of criminal cases in court and grand jury proceedings.

- 5% Participate in on-the-job and structured training in addition to participating in Division outreach efforts; provide training, expertise, and advice to department staff within the section and outreach to the public or law enforcement.

- 5% Participate in field inspections such as Operation Safe. Such operations would include travel, conducting interviews, reviewing records, working with a special agent or Deputy Attorney General staff, and memorializing the aforementioned in reports.

Other Information:

The employee routinely works with sensitive and confidential information and/or materials, which may be graphic in nature or depict harm from physical assault or neglect. The employee is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature Date

Supervisor's Signature Date