

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

NAME:

CLASSIFICATION: Assistant Bureau Chief (Sworn)

STATEMENT OF DUTIES: In consultation with and under the direction of the DMFEA Assistant Chief, Investigations, the Assistant Bureau Chief (ABC) plans, organizes, evaluates, leads, and manages the DMFEA's Investigations Section for sworn staff statewide, as they relate to DMFEA's law enforcement practices and criminal investigations. The ABC also advises and assists the DMFEA Assistant Chief, Investigations, in the development of partnerships with law enforcement entities and coordinates with both external and internal partners in connection with legislative and/or regulatory initiatives and federally mandated outreach and collaboration across all levels of government. In accordance with Penal Code section 13651, duties shall be conducted with an emphasis on community interaction and collaborative problem-solving.

SUPERVISION RECEIVED: Under the direction of the Assistant Chief, Investigations.

SUPERVISION EXERCISED: Supervises Special Agents-In-Charge, Special Agent Supervisors, Special Agents, and Special Agent Trainees.

TYPICAL PHYSICAL DEMANDS: The physical demands as set forth in the "Essential Duties of Peace Officer Classifications" are incorporated herein. See attachment.

TYPICAL WORKING CONDITIONS: The physical demands as set forth in the "Essential Duties of Peace Officer Classifications" are incorporated herein. See attachment.

ESSENTIAL FUNCTIONS:

40% Plans, organizes, evaluates, participates in and manages DMFEA's law enforcement investigations as well as the statewide growth and development of such work performed by subordinate sworn and non-sworn support staff. Conducts reviews of case assignments; provides advice and direction to subordinate supervisors and staff on complex or otherwise complicated investigations. Coordinates multi-jurisdictional criminal investigations affecting or affected by DMFEA law enforcement activities in combatting the abuse and neglect of elders and dependent adults in care facilities, consistent with the division's federal and state mandate, including operational de-confliction with other interested law enforcement partners. Works closely with managers within the Investigations Section and all other division areas to resolve investigative, prosecutorial and/or operational issues and to assist the Assistant Chief, Investigations in formulating and developing ethical and innovative approaches to increasing the efficacy of the division's efforts as California's Medicaid Fraud Control Unit (MFCU) in both fraud and abuse/neglect cases statewide.

30% Oversees the performance of all supervisors and managers in subordinate units and ensures

that best practices in a vertical prosecution model and related policies and procedures are properly implemented. Organizes, evaluates, and manages the supervision of work flow and work product of all subordinate teams and units to ensure maintenance of statewide standards to be consistent with the procedures set by the DMFEA Chief Assistant Attorney General and consistent with internal policies, California Department of Justice (DOJ) policies, and all applicable state and federal laws, regulations and procedures, including performance management actions whenever appropriate. Manages collaboratively with other DMFEA leadership, the prudent use of all relevant public resources by the law enforcement staff, including those related to case operations, administrative needs, training, and investigative tools and equipment, as well as resources related to advancing outreach and collaboration with or through federal, state and local partners.

- 15% Provides advice and assists the DMFEA Assistant Chief, Investigations in the creation and implementation of internal policies on any and all matters related to or affecting investigations and prosecutions as they affect or may be affected by law enforcement practices, positions, and/or activities, including but not limited to statewide objectives, cross-classification coordination, case development, personnel management, employee utilization (including recruitment, training, and development of subordinate staff), data and technology related management, strategies for combatting fraud and elder abuse, and Public Records Act concerns; ensuring that strategic and developmental plans are properly implemented statewide, consistent with the policies and procedures of DMFEA as the State's MFCU, California DOJ, federal and state laws and regulations, including through the use of performance management actions when appropriate; the preparation of the annual budget, DMFEA's regular reporting and compliance-related obligations, and adherence to expenditure allotments, where such administrative matters affect and/or are affected by the operations of the law enforcement section; and the development of internal management tools for statewide program evaluation.
- 15% Coordinates with both external and internal partners for various matters, including, but not limited to: Legislative or regulatory initiatives and federally mandated outreach and collaboration; serves as liaison with federal, state, and local governmental agencies, as well as with other California DOJ staff, particularly on matters of high sensitivity and confidentiality, including press/media concerns, national policies and trends, parallel proceedings, case-coordination, and training needs.

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.

Employees' Signature Date

Supervisor's Signature Date