

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
COMPLAINT ASSESSMENT TEAM
DUTY STATEMENT**

NAME: Vacant

CLASSIFICATION: Special Agent Supervisor (Special Skills)

STATEMENT OF DUTIES: The Special Agent Supervisor (SAS) works as part of the Complaint Assessment Team (CAT) within the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The SAS serves as the investigative expert in reviewing and analyzing complaints and referrals regarding Medi-Cal fraud, elder/dependent adult abuse/neglect, or abuse of beneficiaries in the provision of Medi-Cal services received from local, State, and Federal (largely social services, criminal justice, and law enforcement) entities, as well as the public. The SAS also serves as a liaison to local, State, and Federal social services, criminal justice, and law enforcement entities engaged in Medi-Cal fraud and elder or dependent adult abuse investigations. The SAS will collaborate with other CAT members to develop, maintain, and implement Division case acceptance and assignment guidelines and parameters, especially in connection with the Office of the Inspector General's (OIG) oversight of the DMFEA as the state's federally mandated Medicaid Fraud Control Unit (MFCU). The SAS possesses expert knowledge of federal and state laws, regulations, and rules related to Medicaid, assessment of complaints and referrals, and MFCU performance standards (PS), including PS 4 - Maintaining Adequate Referrals. The SAS works closely with the Data Development Unit, Case Assessment and Reporting Unit, DMFEA managers and executive leadership to ensure Division case subject matter awareness and to assess trends that may affect applicable vulnerable populations.

In accordance with Penal Code Section 13651, duties shall be conducted with an emphasis on community interaction and collaborative problem solving.

SUPERVISION RECEIVED: The SAS performs complaint assessment work under the general direction of the Senior Assistant Attorney General, Criminal Prosecutions Section. Reports to and receives supervision from a Special Agent-In-Charge.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: The typical physical demands as set forth in the "Essential Duties of Peace Officer Classifications" are incorporated herein. See attachment. Travel to varying DMFEA regional offices will be required, as well as travel to local, State, and Federal law enforcement, criminal justice or social service agencies.

TYPICAL WORKING CONDITIONS: See attachment.

ESSENTIAL FUNCTIONS:

45% Conducts expert preliminary, pre-investigative screening and assessment of complaints and referrals from the Data Development unit and a variety of sources by providing the

SAAG/SAC written and/or verbal information as to whether matters appear viable or not for investigation and potential prosecution. Interfaces with local, state or federal entities mandated to refer suspected Medicaid provider fraud cases to the DMFEA. Interfaces with managed healthcare organizations that permissively refer suspected Medicaid fraud instances to the DMFEA. Assesses confidential medical, social service, personnel, financial/business, criminal and other records, as well as laws, regulations, and rules, as well as identifying possible witnesses, principals, or experts in order to make determinations or recommendations on subsequent phases of investigation leading to prosecution.

35% Engages and collaborates with local, State, and Federal social services, criminal justice, and law enforcement entities engaged in Medi-Cal fraud and elder or dependent adult abuse investigations to establish best practices for complaint and referral submission, as well as garnering ancillary information from above partnerships to analyze complaints and referrals. Assists stakeholders with protocols to ensure referral processes are being followed and that partner's referral volume is adequate. Assist partners to improve volume and quality of referrals. Provides notification that referral has been received and provides updates timely updates regarding status of referrals to stakeholders. Represents DMFEA's executive staff, and the Division, by engaging local, State, and Federal law enforcement, criminal justice and social service agencies in areas of mutual interest and assistance.

20% Meets and confers with Division managers and executives to provide complaint and referral synopses and trend awareness and analysis, which will be captured in reports based on data gleaned from tracking system. Prepares reports and investigative documents reflecting research and analyses as they relate to efforts involving complaint and referral intake. Participates in field operations when necessary.

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's Signature
Date

Date

Supervisor's Signature