

California State Auditor

Duty Statement



Classification - Working Title:	Fraud Investigator III	
Position Number:	339-100-4097-900	Division: Investigations
CBID:	E98	Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Employee Name:		
<p>Position Description/Duties: Under the general direction of the Deputy State Auditor, the Fraud Investigator III is the highest level in the series with full supervisory/management responsibility overseeing the planning, developing, and directing of all functions of the Investigations Division. The incumbent may supervise a team of special investigators, a team of fraud investigators, or a combination of both. When managing special investigators, duties typically include supervising initial review of whistleblower complaints, predication activities, and determining whether complaints should advance to a formal investigation within the division's established performance metrics. Activities include performing research, identifying criteria and evidence, developing a predication plan, and assuming responsibility for intake and predication efforts. When managing fraud investigators, duties typically include supervising the planning, development, direction, and execution of the full range of investigative activities within the division's established performance metrics. Investigative activities include gathering evidence, conducting interviews, analyzing evidence, drawing conclusions, making recommendations, documenting results, providing information to law enforcement or others regarding the investigations, and assuming responsibility for the accuracy and quality of investigative reports and supporting evidence.</p> <p>In addition, the Fraud Investigator III assists with developing and administering policies and procedures, selecting staff, assigning case priorities, developing investigative plans, completing performance appraisals of staff members, and performing other activities to support the office.</p>		
Job Functions - Essential (E) / Marginal (M) Functions:		
65% E	<p>Supervise and/or oversee investigative activities to ensure investigative activities are completed efficiently by:</p> <ul style="list-style-type: none"> • Supervising and providing instruction to staff conducting intake and predication work or investigative work, including reviewing evidence, assisting with hotline calls, approving acknowledgement letters, planning workloads according to staff knowledge and availability, establishing timelines, and providing needed authorizations to ensure efficient completion of work activities. • Directing, prioritizing, and taking responsibility for the team's work to ensure that investigative activities are completed within the division's established performance metrics. • Reviewing staff recommendations (predication plan or recommendation, investigative plan) to ensure they are reasonable and sufficient. • Conducting quality control reviews of work products to ensure the information is accurate and clear, and editing as necessary. • Meeting with staff regularly to assess case progress and to make recommendations about predication or investigative strategy or priorities. • Maintaining clear organized records of investigative activities and plans in both the project management program and case management system. • Identifying developmental needs of staff and providing training regarding investigative processes to enhance job skills and ensure investigations are done accurately and efficiently. • Monitoring performance of team members against established division metrics and case expectations, and completing performance evaluations in a timely manner. • Implementing progressive discipline procedures as appropriate with the support of Human Resources to resolve performance concerns. 	

15% E	<p>Effectively work and communicate with others including supervisors, coworkers, and representatives from outside entities by:</p> <ul style="list-style-type: none"> • Preparing and reviewing correspondence regarding investigative activities to ensure information is relayed in a clear and professional manner. • Responding to inquiries regarding investigative procedures, results, or recommendations in a clear, accurate, and professional manner. • Providing information to supervisors, co-workers, and/or subordinates regarding division developments, needs, and concerns to keep staff appropriately informed. • Relaying information regarding the provisions of the California Whistleblower Protection Act to outside entities and/or individuals to ensure accurate dissemination of information. • Communicating information and providing approved evidence to agencies and law enforcement entities to assist them in taking appropriate action against employees who have engaged in substantiated improper governmental activities. • Keeping up to date on California state laws related to investigations conducted under the California Whistleblower Protection Act to be aware of changes to the law that may impact investigative activities. • Maintaining current knowledge of industry trends, investigative tools, techniques, and procedures to ensure work is performed fairly and accurately. • Reviewing the investigated agency's policies and procedures to determine if the agency's failure to comply may have contributed to an improper activity. • Utilizing spreadsheets (i.e., Excel) to track, manipulate, interpret, and communicate data including the use of tables, charts, and/or graphs to depict relevant information. • Utilizing various electronic resources to obtain, review, and analyze data and reports. • Providing evidence related to a public investigation to assist in criminal and administrative proceedings.
10% E	<p>Ensure the division's operations are managed effectively by:</p> <ul style="list-style-type: none"> • Preserving intake, predication, and investigative information in a case management system and/or network location consistent with the division's record keeping standards, and protecting the confidentiality while ensuring information is accessible and understandable to others when authorized. • Developing policies and procedures to improve the division's performance and implementing strategies to accomplish unit objectives. • Participating in the selection process of investigative staff. • Gathering information and conducting analyses to assist in the improvement of the division's performance. • Assisting executive management to solve problems and determine the most effective and efficient approaches for investigative activities.
5% E	<p>Gather and organize evidence to support allegations of improper activities by:</p> <ul style="list-style-type: none"> • Applying appropriate investigative techniques to direct and plan a broad and diverse range of investigative activities to investigate allegations of improper governmental activities within the division's established performance metrics. • Reviewing and analyzing evidence objectively to draw sound and defensible conclusions on the sufficiency of the evidence to support the recommendations/conclusions. • Evaluating complaints and reviewing statements and other verbal or written communications to assist in determining facts and appropriate investigative activities. • Gathering relevant statements and documentary evidence to support predication or investigative efforts. • Identifying and interviewing witnesses, subjects, and others to obtain evidence to support predication or investigative efforts. • Preparing clear, concise, and accurate documentation to support investigative activities and recommendations.

	<ul style="list-style-type: none"> • Reviewing and approving written correspondence to obtain evidence relevant to predication efforts. • Conducting observations as part of investigative activities to gather and obtain evidence.
5% E	Draft and review written investigative reports regarding results of investigations and follow up on the recommendations of an investigation by: <ul style="list-style-type: none"> • Reviewing and editing investigative reports, including the associated supporting documentation, to assess quality and to ensure the report is communicated effectively and professionally with accurate information. • Utilizing word processing software to create, write, and/or edit written documents supporting investigative activities including ensuring accurate documentation of investigative steps. • Developing feasible recommendations that address improper governmental activities and help prevent their recurrence. • Monitoring the actions of agencies to track implementation of recommendations resulting from investigations.
Supervision Received:	The Fraud Investigator III reports directly to and receives the majority of assignments from the Deputy State Auditor, Investigations; however, direction and assignments may also come from the Chief Deputy State Auditor.
Supervision Exercised:	The Fraud Investigator III supervises and organizes the work of four to ten staff members including Fraud Investigators I-II, Special Investigators, and sometimes an Office Technician.
Special Requirements:	Willingness to travel, work away from headquarters, and work long and irregular hours.
Working Conditions:	<ul style="list-style-type: none"> • This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands. • Work may require occasional travel throughout the State of California to include overnight and weekends, sometimes involving several days at a time.
Position DS REV Date:	7/23/25

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent's signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.