

# DUTY STATEMENT

# State Compensation Insurance Fund

<b>Employee's Name:</b>	
<b>Program:</b> Special Investigation Unit	<b>Work Unit:</b> SIU
<b>Position's Authorized Classification (and Range):</b> Special Investigator	<b>Report To:</b> Supervising Special Investigator I
<b>Position Title:</b> Special Investigator	<b>Position Serial #:</b>
<b>Incumbent Appointment Classification</b> Special Investigator (Range A, B, C)	<b>CBID:</b> R07
	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Covered, Work Week Group 2  <input type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

## PURPOSE/SCOPE:

Under general direction of the Supervising Special Investigator I, the Special Investigator will conduct thorough and concise criminal investigations pertaining to insurance fraud in three pertinent areas: Provider Fraud, Premium Fraud, and Claimant Fraud. Through the course of the criminal investigation determine relevant investigative techniques: review of claims files, medical reports, payroll reports, audit reports, surveillance findings, depositions, and photographs. Conduct interviews, collect evidence, prepare investigative plan and document all actions in the course of the criminal investigations.

Provide a single source of contact for State Compensation Insurance Fund business programs: Legal, Regional Offices, Corporate Programs, Customer Service Centers, and external customers to Local/Federal Law Enforcement Agencies and County District Attorney's.

Coordinate and present specialized training regarding insurance fraud, anti-fraud techniques, and outreach activities to brokers, policyholders, law enforcement, State Fund Workforce, and other stakeholders. Encourage the State Fund workforce to report suspected fraudulent activities using the TIP report SCIF has provided.

Obtain/maintain investigation certifications deemed necessary by the SIU Program Manager. Attend training courses, seminars, or conferences relating to subjects relating to fraud, investigations, or other areas deemed appropriate by the SIU Program Manager.

<b>Supervisor's Statement:</b> I have discussed the duties of the position with the employee		
Supervisor's Name (Print):	Supervisor's Signature:	Date:
<b>Employee's Statement:</b> I have discussed with my supervisor the duties of the position and have received a copy		
Employee's Name (Print):	Employee's Signature:	Date:

Duty Statement Origination or Revision Date: [March 27, 2025](#)

## **KEY RESULT/ESSENTIAL FUNCTIONS:**

**In all aspects of performing the following Key Results/Essential Functions the incumbent will:**

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and/or communication availability during working hours

*The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.*

**70%**

### **1. Investigations** (This is an essential function of the job)

- Investigate all reports surrounding suspected fraudulent behavior (Provider Fraud, Premium Fraud, and Claimant Fraud).
- Conduct thorough criminal investigations to conclusion and report criminal investigations to the California Department of Insurance, Local/Federal Law Enforcement Agencies, and County District Attorney offices for further investigative measures or criminal prosecution.
- Investigations will encompass but will not be limited to the following actions:
  - Review of claims, payroll audits, medical reports
  - Surveillance coordination via Private Investigative vendors
  - Conduct interviews
  - Determine/collect critical evidence (may involve field work as warranted)
  - Developing investigation plan
  - Drafting investigation reports in support of investigation

**20%**

### **2. SIU Contact / Representative** (This is an essential function of the job)

- Provide a single source of contact for State Compensation Insurance Fund business programs: Legal, Regional Offices, Corporate Programs, Customer Service Centers, and external customers to Local/Federal Law Enforcement Agencies and County District Attorneys.
- Provide expert testimony in matters pertaining to workers' compensation insurance fraud in criminal and civil court proceedings. (This could be in-person and/or virtual testimony.)

**5%**

### **3. Certifications and Training** (This is an essential function of the job)

- Obtain/maintain investigation certifications deemed necessary by the SIU Program Manager.
- Comply with CDI/SIU minimal training hour requirements.
- Attend training courses, seminars, or conferences relating to fraud, investigations, or other areas deemed appropriate by the SIU Program Manager.
- Attend SIU department meetings both in person and/or virtually.

**5%**

### **4. Outreach**

- Coordinate and present specialized training regarding fraud, anti-fraud training, and outreach activities to brokers, policyholders, law enforcement, State Fund workforce, and other stakeholders.
- Encourage the State Fund workforce to report suspected fraudulent workers' compensation activities using the TIP report State Fund has provided.

**100%**

## **REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):**

### **KNOWLEDGE AREAS:**

- Proficient knowledge of workers' compensation laws/regulations, environment, trends, and Corporate Guidelines governing claims and policy functions and practices
- Extensive knowledge and use of Microsoft Word, Outlook, Excel, SharePoint, PowerPoint, and web-based programs.
- Knowledge of legal rights and legal process.
- Knowledge of rules of evidence.
- Knowledge of court procedures.
- Knowledge of laws of arrest, search, and seizure.
- Proficient knowledge of trends in workers' compensation insurance fraud and red flags and other criteria indicating possible insurance fraud.

### **SKILLS/ABILITIES:**

- Interviewing skills, case management skills, and the ability to prioritize case load.
- Ability to be a self-starter who can work independently.
- Ability to communicate professionally and effectively verbally and in writing (including the ability to negotiate credibly and persuasively with a variety of "stakeholders")
- Ability to draft, edit, and submit investigation reports in a timely manner.
- Ability to be flexible regarding assignments.
- Ability to manage multiple tasks and projects.
- Ability to coordinate, facilitate, and make presentations.
- Ability to conduct effective investigations of suspected workers' compensation insurance fraud.
- Ability to take direction.
- Ability to effectively work with and relate with people.
- Ability to present self in a professional manner and testify in criminal/civil proceedings.
- Ability to create investigative plans and adapt key investigative steps through the course of the investigation.
- Act as the State Fund contact/liaison for assigned cases accepted by law enforcement.
- Ability to conduct effective investigations of suspected workers' compensation insurance fraud.

## **WORK ENVIRONMENT**

### **Physical Requirements:**

- Occasional lifting up to 15 lbs.
- Occasional lifting, bending, reaching, pushing, and pulling equipment.
- Ability to drive for more than 3 hours continuously.
- Walk/Stand for up to 2 hours at a time.
- Special Investigators may conduct field work in accordance with the demands of their investigations.

### **Travel:**

- Travel conditions may include urban and/or rural areas and could involve walking over uneven surfaces or climbing stairs.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel may occasionally be for extended periods.
- Travel to various work sites and locations for training and/or meetings.

### **Emergency call backs:**

- N/A

### **Work Hours:**

- Standard work hours will be scheduled for Special Investigators but may vary due to investigative requirements.