

**DEPARTMENT OF JUSTICE  
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE  
CRIMINAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Deputy Attorney General IV

**STATEMENT OF DUTIES:** Performs more complex and sensitive legal work in the Division of Medi-Cal Fraud and Elder Abuse ("Division") within an assigned primary region. Independently and/or as part of a team prosecutes cases in state courts and federal district courts against a wide variety of health care providers and caregivers normally associated with the Medi-Cal program. In multi-disciplinary actions, makes decisions relating to the Division's participation and role, acts in a senior advisory role performing the more complex and difficult legal duties, and directing other agency investigators and prosecutors with federal, state, and local agencies on criminal investigations and prosecutions affecting the Medi-Cal program.

**SUPERVISION RECEIVED:** Is under the general direction of the Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** The Deputy Attorney General may IV be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 40% Subject to direction from supervisory staff, performs the following functions related to case review – reviews reports of investigation and progress reports; consults with Special Agents and Investigative Auditors, their supervisors, and management to evaluate and provide direction for complex cases, including the sufficiency of evidence and legal effects of investigative activities; makes early evaluations and determines suitability of facts to support later prosecution; analyzes, directs and explains the legal theories and results therefrom in investigating cases; and makes final filing decisions on more complex of cases; reviews search warrants, arrest warrants, and affidavits for legal sufficiency and clarity; and reviews and approves requests and affidavits for undercover Medi-Cal cards.
- 40% Subject to direction from supervisory staff, performs the following functions related to trial preparation and presentation in court – independently conducts legal research on

more complex issues; drafts and files pleadings with respect to pretrial, trial, and post-trial motions; interviews witnesses; independently and/or as part of a team prosecutes the most difficult and complex jury and court trials, and makes other related court appearances; independently and/or as part of a team resolves more complex legal issues and prosecutions through trials and negotiations with defense counsel; prepares letters to probation departments, arranges for victim statements, drafts sentencing statements and motions, appears and argues at sentencing hearings; assists in the preparation of press releases and responses to press contacts; upon case completion, reports and analyzes outcomes to supervisors and management; and refers cases to other agencies for other action as appropriate.

- 10% Subject to direction from supervisory staff, on matters related to criminal and civil Medi-Cal fraud and patient abuse cases, consults with and advises district attorneys and representatives of other public agencies, as well as Medicaid Fraud Control Units in other states. Makes case disposition decisions resolving conflicts with such agencies.
- 5% Subject to direction from supervisory staff, acts as trainer for other Deputy Attorneys General, Special Agents, and Investigative Auditors relating to complex prosecutions and legal issues; informally trains Deputy Attorneys General and other staff by example, mentoring and analyzing and explaining the most difficult legal matters.
- 5% Subject to direction from supervisory staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws, regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts.

***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.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**DEPARTMENT OF JUSTICE  
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE  
CRIMINAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Deputy Attorney General III

**STATEMENT OF DUTIES:** Performs the more complex legal work in Division of Medi-Cal Fraud and Elder Abuse within an assigned region. Independently prosecutes cases in county and federal district courts against a wide variety of health care providers and caregivers normally associated with the Medi-Cal program. In multi-disciplinary actions, performs legal duties and advises other agency investigators and prosecutors with federal, state, and local agencies relative to fraud and evidence of it in the Medi-Cal program.

**SUPERVISION RECEIVED:** Is under the general direction of the Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** The Deputy Attorney General III may be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

40% Subject to direction from supervisorial staff, performs the following functions related to trial preparation and presentation in court – independently conducts legal research on complex issues; drafts and files pleadings with respect to pretrial, trial, and post-trial motions; interviews witnesses; independently and/or as part of a team prosecutes difficult jury and court trials, and makes other related court appearances; independently and/or as part of a team resolves complex legal issues and prosecutions through trials and negotiations with defense counsel; prepares letters to probation departments, arranges for victim statements, drafts sentencing statements and motions, appears and argues at sentencing hearings; assists in the preparation of press releases and responses to press contacts; upon case completion, reports and analyzes outcomes to supervisors and management; and refers cases to other agencies for other action as appropriate.

- 35% Subject to direction from supervisory staff, performs the following functions related to case review – reviews reports of investigation and progress reports; consults with Special Agents and Investigative Auditors assigned to cases to evaluate and provide direction for complex cases, including the sufficiency of evidence, advice on parameters, and effects of investigative action; determines suitability for prosecution and directs the legal theories to be followed in investigating cases, and makes final filing decisions; reviews search warrants, arrest warrants, and affidavits for legal sufficiency and clarity; reviews and approves requests and affidavits for undercover Medi-Cal cards.
- 10% Subject to direction from supervisory staff, on matters related to criminal and civil Medi-Cal fraud and patient abuse cases, consults with and advises district attorneys and representatives of other public agencies, as well as Medicaid Fraud Control Units in other states. Makes case disposition decisions resolving conflicts with such agencies.
- 10% Must keep case management system updated, will be assigned other miscellaneous duties such as training and collaborating with other agencies.
- 5% Subject to direction from supervisory staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws, regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts.

**I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)**

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Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

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Employee's Printed Name

\_\_\_\_\_  
Supervisor's Printed Name

**DEPARTMENT OF JUSTICE  
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE  
CRIMINAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Deputy Attorney General

**STATEMENT OF DUTIES:** Performs the more introductory legal work in Division of Medi-Cal Fraud and Elder Abuse within an assigned region. In collaboration with Deputy Attorneys General, prosecutes cases in State court against a wide variety of health care providers and caregivers normally associated with the Medi-Cal program. Participates in strategy meetings in developing criminal investigations. Reviews basic search warrants. Reviews and evaluates investigations for potential criminal charges. Drafts charging documents, participates in the prosecution of criminal cases at all stages from filing to sentencing.

**SUPERVISION RECEIVED:** Is under the general direction of the Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** The Deputy Attorney General may be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Subject to direction from supervisorial staff, performs the following functions related to trial preparation and presentation in court – in collaboration with a Deputy Attorney General, conducts legal research; drafts and files pleadings with respect to pretrial, trial, and post-trial motions; interviews witnesses; independently and/or as part of a team prosecutes entry level jury and court trials, and makes other related court appearances; independently and/or as part of a team resolves introductory level legal issues and prosecutions through trials and negotiations with defense counsel; prepares letters to probation departments, arranges for victim statements, drafts sentencing statements and motions, appears and argues at sentencing hearings; assists in the preparation of press releases and responses to press contacts; upon case completion, reports and analyzes outcomes to supervisors and management; and refers cases to other agencies for other action as appropriate.

- 35% Subject to direction from supervisorial staff, performs the following functions related to case review – reviews reports of investigation and progress reports; consults with Special Agents and Investigative Auditors assigned to cases to evaluate and provide direction for introductory level cases, including the sufficiency of evidence, advice on parameters, and effects of investigative action; determines suitability for prosecution and directs the legal theories to be followed in investigating cases, drafts filing memos, criminal complaints, and makes final filing decisions; reviews search warrants, arrest warrants, and affidavits for legal sufficiency and clarity; reviews and approves requests and affidavits for undercover Medi-Cal cards.
- 10% Must keep case management system updated, will be assigned other miscellaneous duties such as training and collaborating with other agencies.
- 5% Subject to direction from supervisorial staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws, regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts.

***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.

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Employee's Signature                      Date

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Supervisor's Signature                      Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Supervisor's Printed Name