

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

**NAME:**

**CLASSIFICATION:** Deputy Attorney General IV

**STATEMENT OF DUTIES:** Performs the more complex legal work in Division of Medi-Cal Fraud and Elder Abuse, Facilities Enforcement Team (FET) 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:** Ability to lift up to 25 pounds.

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

**ESSENTIAL FUNCTIONS:**

40% Trial Preparation and Presentation in Court: 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 difficult jury and court trials, and makes other related court appearances; independently and/or as part of a team resolves some of the 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.

35% Case Review: 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 more 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% Consultation: Subject to direction from supervisory staff, on complex 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% Miscellaneous: Must keep case management system updated, will be assigned other miscellaneous duties such as training and collaborating with other agencies.
- 5% Legislative, Regulatory, and/or Policy Analysis: 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

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Date

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Supervisor's Signature

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Date

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CRIMINAL PROSECUTIONS SECTION  
FACILITIES ENFORCEMENT TEAM  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Deputy Attorney General III

**WORKING TITLE:** Deputy Attorney General III (FET)

**STATEMENT OF DUTIES:** Performs complex legal work in Division of Medi-Cal Fraud and Elder Abuse, Facilities Enforcement Team (FET) 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:** Under the general direction of the Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** The DAG 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; and is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** As set forth in DMFEA's Telework Guidelines, and subject to change based on operational needs of the division and the Department, the DAG III may telework up to four days per week, unless adjusted consistent with DMFEA's Telework Guidelines, unless physical presence is required for court appearances, trials, hearings, or any in-office functions where necessary to adequately and professionally complete a project or participate in a meeting or proceeding, or as directed by a supervisor. The DAG III is required to work in the office a minimum of one full day a week (unless adjusted consistent with DMFEA Telework Guidelines), unless otherwise directed during a particular week by a supervisor. In office, working conditions will be an enclosed interior or exterior office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 40% Trial Preparation and Presentation in Court: Subject to direction from supervisory 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 some of the 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.
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- 10%     Miscellaneous: Must keep case management system updated, will be assigned other miscellaneous duties such as training and collaborating with other agencies.
- 5%     Legislative, Regulatory, and/or Policy Analysis: 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.

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- ☐ 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Supervisor Name