

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
EXECUTIVE BRANCH
DUTY STATEMENT**

NAME:

CLASSIFICATION: Associate Governmental Program Analyst

WORKING TITLE: Executive Analyst

STATEMENT OF DUTIES: The Associate Governmental Program Analyst (AGPA) performs a variety of complex and sensitive tasks requiring a high degree of independent action, analysis, political acumen, and initiative; and knowledge of departmental policies, good judgment, discretion, tact, and diplomacy to ensure the efficient and effective functioning of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The AGPA acts as a statewide contact and liaison between DMFEA executives and legal and investigative staff. This includes coordinating materials from staff, calendaring deadlines for team members, and formatting/finalizing reports for submission to the CAAG. The AGPA works in coordination with the Chief Deputy Attorney General (CDAG), Attorney General's executive staff and special assistants, Criminal and Civil Senior Assistant Attorneys General (SAAG), Assistant Chief of Investigations, all Chiefs within the department, management staff, and the Division of Operations (OPS). The AGPA manages all communication that comes to and from the CAAG, including Attorney General executive packages, mail, and various other documents.

The AGPA utilizes detailed knowledge of all applicable policies and procedures, exercises good judgment verbally and in writing, and must maintain a high level of confidentiality for all matters. The AGPA exercises such knowledge and skills in a variety of subject areas, including but not limited to matters related to external and internal DMFEA outreach and case-related partnerships. Collaboration with private sector and government sector (local, county, state, and federal entities), contacts, and leaders; and operational policies, procedures, and best practices.

SUPERVISION RECEIVED: Under the general direction of the CAAG. Reports to a Staff Services Manager in the CAAG's absence, and for attendance, leave and administrative purposes.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit and key at a computer terminal up to eight hours per day; may be required to work extended hours and travel throughout the state; and should have the ability to move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Interior workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Provides executive level assistance to the CAAG to ensure the efficient operation of the division by independently performing various administrative and analytical functions. Researches and interprets departmental policies for DMFEA staff and makes recommendations to ensure executive packages contain required items as well as ensure required timelines are met. Independently acts upon requests for assistance from members of the Department's Executive staff and the division staff regarding legislative and

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
EXECUTIVE BRANCH
DUTY STATEMENT**

procedural requirements for the department, Governor Office executive approval, and historical information handled by prior Division Chiefs. Independently gathers raw material, collates, analyzes, and interprets data relating to the operation of the division, and produces research and statistical studies and high-level presentations as requested by management.

- 20% Independently performs a variety of tasks and special projects for law enforcement personnel including, but not limited to, preparing, editing, and tracking Special Agent badge credential applications. Coordinates with DOJ Credentials Unit and Special Agent Supervisors to distribute law enforcement credentials; liaises with the Division of Law Enforcement to facilitate the concealed carry permits requests for Special Agents; and coordinates with the Department of Motor Vehicles and monitors undercover driver's license (DL) for sworn personnel. Verifies DLs are issued timely, maintains confidentiality and process renewals, as needed.
- 15% Manages and maintains CAAG's calendar, schedules appointments, and makes travel arrangements for the CAAG. Prepares and makes recommendations on background materials for meetings/appointments in order for the CAAG to be well prepared; analyzes, reviews, processes, and obtains background and supporting documents from the SAAG, Chief of Investigations, Attorney General staff, and the Business Operations Manager. Categorizes, formats, verifies, and researches documents via intranet and outside sources to ensure accuracy and cohesiveness. Provides consultation and recommendations to various levels of staff regarding procedures, grammar, formatting, etc.
- 15% Assists section chiefs and other high level departmental staff with administrative issues and procedures; monitors, evaluates and researches programmatic materials or assignments prior to submitting the materials to the CAAG; extracts pertinent information from materials to be used in reports and generates alternative solutions and/or recommendations for the CAAG, when needed. Independently manages assignments to meet objectives and deadlines.
- 5% Independently creates and maintains a complete desk manual of administrative procedures and makes changes as necessary. Produces and distributes periodic division updates. Organizes and tracks the division's policies and procedures in accordance with the U.S. Department of Health and Human Services, Office of Inspector General Performance Standards. Maintains, arranges, screens, fields/redirects, and updates calendars, appointments, and phone calls for the CAAG, SAAGs, Assistant Chief of Investigations, Assistant Bureau Chiefs, and the Business Operations Manager. Arranges statewide conferences and meetings, prepares agendas, and makes adjustments and recommendations as necessary to scheduled meetings times.
- 5% Independently provides guidance to programs regarding travel policies as well as the preparation of out-of-state travel document requests. Ensures required documents are

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
EXECUTIVE BRANCH
DUTY STATEMENT**

included in out-of-state travel requests and necessary approvals are obtained. Collaborates with OPS to ensure Governor Office approval is obtained when required.

- 5% Provides additional support as needed for other DMFEA Executive Team functions including, but not limited to, travel, purchasing, budgets, contracts, personnel, facilities, training, property control, safety, reception duties, and case-management.

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 Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
EXECUTIVE BRANCH
DUTY STATEMENT**

NAME:

CLASSIFICATION: Staff Services Analyst

WORKING TITLE: Executive Analyst

STATEMENT OF DUTIES: The Staff Services Analyst (SSA) in Sacramento provides the Chief Assistant Attorney General (CAAG) of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) and the DMFEA Executive Team with analytical support duties. The SSA must utilize detailed knowledge of all applicable policies and procedures, must exercise good judgment verbally and in writing, and must maintain a high level of confidentiality for all matters. The SSA must exercise such knowledge and skills in a variety of subject areas including, but not limited to, matters related to external and internal DMFEA outreach and case-related partnerships and collaboration with private sector and government sector (local, county, state, and federal) entities, contacts, and leaders; and operational policies, procedures, and best practices.

SUPERVISION RECEIVED: Under the direction of the Chief Assistant Attorney General and the Staff Services Manager III.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit and key at a computer terminal up to eight hours per day; may be required to work extended hours and travel throughout the state; and should have the ability to move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Interior workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Performs less complex special projects for the CAAG requiring problem identification, research, data collection, evaluation and analysis, and develops alternative solutions when necessary. Assignments may cover several confidential and sensitive areas including legislation, scheduling, internal communications, and procedures for handling official correspondence. Routinely interacts with executive staff, Senior Assistant Attorney Generals (SAAG), and division personnel during the course of data analysis and advises staff as needed.
- 30% Assists section chiefs and other high level departmental staff with issues and procedures requiring complex research, analysis, and developing recommendations; monitors, evaluates, and researches programmatic materials or assignments prior to submitting the materials to the CAAG; extracts pertinent information from materials to be used in reports and may generate alternative solutions and/or recommendations for the CAAG. Monitors the progress, completion, and implementation of assignments, ensuring deadlines are met.

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
EXECUTIVE BRANCH
DUTY STATEMENT**

- 25% Tracks the progress of relevant legislation utilizing a tracking system, assists in the research of relevant background information, solicits input from internal stakeholders, and helps identify areas of conflict with DMFEA policies. Assists in responding to legislative inquiries, including constituent requests and legislative correspondence, regarding a wide range of complex topics. Clearly communicates to departmental staff about legislative inquiries and assists in the development of thorough responses. Drafts responses using good judgement with professional tone, attention to detail, and political sensitivity. Track constituent requests throughout entire process.
- 10% Maintains calendar for CAAG and arranges intricate and complex travel itineraries providing options, alternatives, schedules, accommodations, and problem resolution. Creates and maintains both a complete desk manual and a manual on the division's administrative procedures. Maintains, arranges, screens, fields/redirects, and updates calendars, appointments, and phone calls for the CAAG, SAAGs, Assistant Chief of Investigations, Assistant Bureau Chiefs, and the Business Operations Manager. Arranges conferences and meetings, prepares agendas, and makes adjustments as necessary in the scheduled meetings times.
- 5% Provides additional support as needed for other DMFEA Executive Team functions including, but not limited to, travel, purchasing, budgets, contracts, personnel, facilities, training, property control, safety, reception duties, and case-management.

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.

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
EXECUTIVE BRANCH
DUTY STATEMENT**

Employee's Name

Employee's Signature Date

Supervisor's Name

Supervisor's Signature Date