

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
COMPLAINT AND DATA BRANCH
PROLAW UNIT
DUTY STATEMENT**

NAME:

CLASSIFICATION: Analyst II

WORKING TITLE: Compliance and Reporting Liaison

STATEMENT OF DUTIES: Under the direction of the Supervisor I, the Analyst II performs a wide range of advanced research and data-related tasks. The incumbent serves as an active member of the ProLaw Unit, assigned to the Complaint and Data Branch. The Analyst II develops, implements, and maintains enhanced database protocols. The Analyst II maintains the Division's Case Management System (ProLaw) and generates reports, compiles statistics, performs quality assurance checks, and analytical case. The Analyst II analyzes and applies parameters set forth by 77 FR 32645, for the Office of the Inspector General's (OIG) Performance Standards No. 5, 7, and 8, "Case Flow, Case Information and Federal Reporting," as well as relevant national public policies, and OIG federal policy transmittals.

SUPERVISION RECEIVED: Under the general direction of the Supervisor I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Analyst may be required to sit at a computer terminal while performing research and other duties 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: Open-space office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Creates and runs ProLaw queries, reports, and statistics, including Cognos reports for DMFEA. Advises, analyzes, prepares, and submits administrative reports, federal reports, as well as ad-hoc reports requested by management and staff under direction from the Supervisor I as follow: Daily Reports, Closing Reports, monthly, quarterly, annual performance reports for DMFEA; Cost of Investigation; Cost of Summary; Debtor Report; AD Hoc Reports; and various statistical reports as requested. Conducts statistical analyses using the appropriate methodology, while interpreting, summarizing, and concisely communicating findings to the Supervisor I to support programmatic, and policy decisions. Develops innovative strategies for the production of investigative and prosecutorial case documentation management.
- 20% Serves as the database liaison for the Division's Case Management Information System (ProLaw), which involves analysis and management of the physical database entries. Performs quality control analysis to ensure accuracy. Independently monitors and maintains the database to ensure data integrity and complete and timely inputs. Manages user access to data. Recommends incident control/problem management process improvements to the Supervisor I based on analysis of current process and implementation of the case management life cycle.
- 15% Serves as a point-of-contact for the DMFEA ProLaw Help Desk. Actively monitors the Division's email account and timely responds to requests and ProLaw related questions. Coordinates with Legal Secretaries to complete the Consolidated Reporting Worksheet (CRW) within a 30-day timeframe. Communicates with clients via e-mail, phone, and in person, to request or assist with updates, changes, or fixes to data in ProLaw.

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15% Processes criminal checks, including restitution payments, pre-sentence payments, and cost of investigation payments. Ensures funds are allocated accurately in ProLaw, tracks payments, and responds to receiving agencies and/or victims.

10% Collaborates with other reporting liaisons, Department's Case Management Section (CMS), and other Investigations staff to ensure consistency in DMFEA reporting practices statewide. Conducts quarterly case reviews for DMFEA.

5% As the DMFEA Timekeeper Coordinator, ensures time reporting in ProLaw is complete, and reflects all hours worked, including excess hours. Sends weekly and monthly reminders for time to be WIP'd.

5% Provides back-up assistance in the absence of other analysts and performs special projects as needed.

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	
