

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
INVESTIGATIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Crime Analyst Supervisor

WORKING TITLE: Crime Analyst Supervisor

STATEMENT OF DUTIES: The Crime Analyst Supervisor (CAS) directs and supervises the activities of technical and administrative staff for the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The CAS will oversee and supervise activities to include: locating, compiling, analyzing, and disseminating Medi-Cal fraud and elder abuse information, data, documentary evidence, and property in support of the investigative and prosecutorial duties of the Special Agents, Deputy Attorneys General and Investigative Auditors within the DMFEA. The CAS will also oversee and supervise various classifications in their performance of clerical and administrative duties as necessary.

SUPERVISION RECEIVED: Under the supervision of the Special Agent-in-Charge.

SUPERVISION EXERCISED: Directly supervises Crime Analysts, Staff Services Analysts and Office Technicians.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day. Ability to pull and replace files. Ability to lift up to 25 lbs. may also be required. May be required to use an OSHA approved stepladder, as well as stand, bend, kneel, and reach. May be required to travel as necessary.

TYPICAL WORKING CONDITIONS: Office work in a smoke-free environment. Regular travel to DMFEA offices to supervise staff in those locations.

ESSENTIAL FUNCTIONS:

- 50% Plans, organizes, and directs the activities of the units; communicates and maintains effective working relationships with other sections/units to coordinate work flow and resolve problems; monitors and evaluates employee effectiveness, production and activities.
- 30% Monitors performance of the unit's staff and take action as appropriate; prepares reports and documentation; implements new legislation requirements and management policies and ensures that legal requirements and policies are adhered to.
- 10% Interviews, hires, trains, and evaluates performance of immediate subordinates.
- 10% Gathers data and prepares reports with recommendations for management with regard to matters that impact the units; develops, writes, and implements management policies and procedures as assigned.

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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