

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

NAME:

CLASSIFICATION: Supervising Special Investigator I (Non-Peace Officer)

SUPERVISION RECEIVED: Under the supervision of a Supervising Special Investigator II.

SUPERVISION EXERCISED: Supervises Special Investigators, Seasonal Clerks, and Students Assistants.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal(s), while performing supervisory and/or investigative tasks, up to 10 hours a day. The incumbent is required to work indoors and outdoors, depending on the situation he/she is involved in, at any given time. Occasional to frequent sitting, standing, walking, driving, and carrying up to 25 lbs. may be required. Travel, as required, throughout the State or nation to perform supervisory responsibilities, conduct investigative tasks or to participate in training.

TYPICAL WORKING CONDITIONS: Cubicle or open office space in a smoke-free environment and field work as needed. Office centered position.

STATEMENT OF DUTIES: The Supervising Special Investigator (SSI) I provides direct supervision over a team of Special Investigators. This team is responsible for investigating criminal allegations and conduct, in coordination with Special Agents and Deputy Attorneys General, which fall within the mission of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The SSI I plans, directs, monitors and assigns complaints for criminal investigations to their staff. Acts as a principal advisor to the SSI II on matters relating to DMFEA policies and procedures, outreach, legislative and regulatory initiatives and other matters. Follows and ensures staff follow Department and DMFEA policies and procedures.

ESSENTIAL FUNCTIONS:

- 35%** Directs, plans, assigns criminal investigations and ensures these investigations are conducted within the authority granted under State and Federal statutes. Monitors staff cases, conducts and participates in case reviews in accordance with DMFEA policy and the United States' Department of Health and Human Services' Office of the Inspector General's Performance Standards. Based on the Division operational needs, may be assigned as a primary case investigator.
- 35%** Reviews reports of investigation, closing case memorandums, affidavits in support of search warrants to ensure they are clear, concise, accurate, and complete.

- 15%** Performs administrative functions, including but not limited to, attending management meetings; preparation of management reports, and trend analyses. Reviews and approves timesheets and travel claims. Conducts performance evaluations plans and assists in the recruitment of new investigation staff. Prepares hiring packets, conducts interviews, and selections.
- 10%** Participate in on-the-job and structured training in addition to participating in the Division's outreach efforts; provide training, expertise, and advice to Department staff within the Section and outreach to the public or law enforcement/criminal justice/social service agencies. Coordinates training for staff.
- 5%** Other duties including, but not limited to, performing special projects or presentations as required and acts in place of the SSI II in their absence.

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's Printed Name

Supervisor's Printed Name

Employees' Signature Date

Supervisor's Signature Date