

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

**NAME:**

**CLASSIFICATION:** Deputy Attorney General IV

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

**STATEMENT OF DUTIES:** The Deputy Attorney General IV (DAG IV) 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; and 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:** May be required to sit at a computer terminal while performing research and other duties for up to eight hours a day; and is required to travel out of town, sometimes with overnight travel within the state or out of state. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle 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.



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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:** In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle 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.
- 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 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.

