

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

**NAME:**

**CLASSIFICATION:** Special Investigator

**WORKING TITLE:** Special Investigator (Special Skills)

**STATEMENT OF DUTIES:** The Special Investigator (SI) works as part of the Complaint Assessment Team (CAT) within the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The SI serves as a subject matter expert on CAT and reviews and analyzes complaints and referrals regarding Medi-Cal fraud and financial abuse of beneficiaries in the provision of Medi-Cal services received from local, State, and Federal (largely social services, criminal justice, and law enforcement) entities, as well as the public. The SI evaluates financial transactions and documents including, but not limited to, Claims Detail Reports, bank records, corporate financial records, income tax returns, investment portfolios, escrow records, trusts, pharmaceutical supplier invoices, property deeds, powers of attorney, conservatorships, State Controller warrants, patient files, prescription slips, and resident trust accounts that have significant criminal activity. The SI possesses expert knowledge of federal and state laws, regulations, and rules related to Medicaid, assessment of complaints and referrals, and Medicaid Fraud Control Unit (MFCU) performance standards (PS) and funding authority. The SI works closely with State and Federal agencies, including, but not limited to, the California Department of Health Care Services, the California Department of Public Health, the California Department of Social Services, local and state Ombudsman, Adult Protective Services, and local law enforcement agencies as well as the Federal Office of Inspector General. The SI provides advice and assistance to government agencies and the legislature by conducting outreach to governmental and non-governmental organizations to improve compliance with mandatory reporting of elder abuse and Medi-Cal fraud.

**SUPERVISION RECEIVED:** Reports to and receives supervision from the Special Agent Supervisor on the Complaint Assessment Team (CAT).

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at and use a computer terminal, while performing research and other duties, up to ten 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. Will be required to drive and travel as necessary.

**TYPICAL WORKING CONDITIONS:** Professional smoke free office environment with occasional unspecified field work at businesses, medical facilities, and storage locations. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

**ESSENTIAL FUNCTIONS:**

30% Conducts preliminary, pre-investigative screening and assessment of complaints and referrals regarding Medi-Cal fraud and financial abuse; plans, develops, and coordinates criminal investigations in consultation with Special Agents, Special Agent Supervisors, and Deputy Attorneys General. Conducts preliminary civil audits and investigations. Reviews, assesses, and analyzes confidential medical, social service, personnel, financial, business, criminal and other records to gather evidence and information related to complaints, referrals, and investigations. Examines financial records and documents, including, but not limited to, bank records, corporate financial records, income tax returns, investment portfolios, escrow records, trusts,

pharmaceutical supplier invoices, Claim Detail Reports, property deeds, powers of attorney, conservatorships, State Controller warrants, patient files, prescription slips, and resident trust accounts that have significant criminal activity.

- 25% Participates in on-the-job and structured training in addition to participating in Division outreach efforts; and provides expertise and training regarding identifying and reporting fraud and fiduciary abuse with the use of investigative techniques and procedures to the division as well as outreach to the public and law enforcement. Conducts presentations and provides technical assistance and training to community groups, health care providers, emergency responders, advocacy organizations, District Attorneys, criminal justice agencies, Department of Public Health, Department of Health Care Services, Department of Social Services, Long-Term Care Ombudsman, Adult Protective Services, associations such as the Community Residential Care Association, County Welfare Directors, Elder Financial Protection Network, and other government agencies and non-governmental organizations on Medi-Cal fraud, elder abuse, mandated reporting, and other agency specific needs.
- 20% Prepares clear, concise, and accurate documents, and reports detailing investigation activities and findings, which include documented evidence, statements from witnesses and a general synopsis to ensure the findings are fully supported by facts and other evidence. Works closely with local, State, and Federal social services, criminal justice, and law enforcement entities engaged in Medi-Cal fraud and elder or dependent adult abuse investigations. Formulates advanced investigative strategies for processing complaints and referrals, identifying fraud patterns and optimizing case prioritization, as well as garners ancillary information from above partnerships to analyze complaints and referrals. Collaborates with stakeholders to provide technical consultation and expert guidance regarding referral protocols, ensures referral processes are strictly followed to maintain and improve the volume and quality of referrals.
- 20% Represents DMFEA's interests and serves as a subject matter expert in CAT investigations and audit work during meetings and/or interviews with investigative, legal, and managerial staff, as well as various state and allied governmental agencies. Serves as a strategic resource in the formulation of investigative plans providing the technical frameworks necessary to assess and triage complaints for prosecution. Partners with CAT to audit operational procedures, ensuring investigative goals align with regulatory standards and high-level mission objectives.
- 5% Other duties such as, but not limited to, performing special projects and tasks as required.

**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.

