

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

NAME:

CLASSIFICATION: Crime Analyst I

WORKING TITLE: Crime Analyst I

STATEMENT OF DUTIES: As the state's federally mandated Medicaid Fraud Control Unit (MFCU), the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) works aggressively to investigate and prosecute fraudulent activities and the illegal diversion of health care resources from California's most vulnerable citizens. Under the supervision of the Crime Analyst Supervisor, the Crime Analyst I (CA) locates, compiles, analyzes, and disseminates 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.

SUPERVISION RECEIVED: Under the supervision of the Crime Analyst Supervisor in conjunction with the Special Agent Supervisor.

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 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: Open workspace in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Gathers and reviews various investigative documents. Performs analysis of Medi-Cal billing codes, trends, and histories to identify possible aberrant or abusive billing and claiming patterns utilizing knowledge of probable violations of federal regulations, state codes, and department of Health Care Service policies. Prepares statistical charts and summaries, and produces workups on trends, suspects, and witnesses. Using information compiled, provides recommendations to Special Agents and Investigative Auditors to determine appropriate course of investigative and legal action. Researches and prepares reports, which may include reports of investigation, search warrants, affidavits of arrest, complaints, subpoenas, and interviews. Query and utilize applicable case information by accessing various databases including, but not limited to, CLETS, MEDS, MMIS, Auto Track, and Lexis Nexis. Consult with Deputy Attorney Generals, Special Agents and Investigative Auditors on findings and potential issues.
- 20% Consults with Special Agent Supervisors and Supervising Deputy Attorney Generals to maintain the accurate status of investigations and matters in the ProLaw case management system. Perform ongoing internal audit of adjudicated and non-adjudicated case matters for closing and ensures all documentation required by State and Federal agencies is accurately uploaded in the case management system. Performs research in compiling, analyzing, evaluating, correlating and disseminating information of findings. Add and evaluate docket events as requested. Timely scan and import relevant documents. Complete complaint forms related to cases in order to request Matter ID's for additional defendants prior to criminal filings. Coordinate referral packets with appropriate agencies, if required; notify Case Intake and Development Unit of closure and resolve any discrepancies.
- 15% Secures and reviews large volumes documentary evidence such as medical records, Medicaid billing,

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digital forensics data, as well as other physical property that may be used in the course of formal civil and criminal investigations. Acts as liaison between the Division and other law enforcement and legal agencies to facilitate production of evidence for depositions and trial. Accurately manages sensitive evidence and property inventory provided to the Division and ensures the integrity of such evidence through the judicial process. Evaluates and monitors the program for efficiency and develops alternatives and solutions to address handling procedures. May be asked to testify at hearings or in court regarding evidence chain of custody.

- 15% Returns seized property by researching, locating, and contacting property owners, which may include working with other law enforcement agencies. Complete property receipts for property release and ensure it is returned to the rightful owner. Conducts the destruction of necessary evidence on an annual basis, in accordance with the Department of Justice (DOJ) policies and procedures. Conducts annual inventory of evidence and property, with a value greater than \$500. Keeps current in the knowledge of policies, procedures and laws pertaining to processing evidence in support of the unit's investigative and prosecution functions.
- 15% In compliance with the DOJ and Department of General Services reporting requirements, assists in the maintenance of the unit's vehicle inventory information, including coordinating maintenance for sworn and office staff. Tracks mileage logs in the Asset Management System (AMS) and spreadsheet, oversees pool car usage; forwards monthly mileage logs to the Division's Vehicle Coordinator, enters transfer information into AMS when applicable, and ensures home storage permits are renewed annually. In conjunction with the Vehicle Coordinator, prepares and processes the repair and maintenance of the office vehicles. Assist with vehicle surveys as needed.
- 5% Prepares service authorizations and Purchase Orders under the direction of the Business Services Officer, Headquarters (HQ). Orders supplies and equipment for sworn and investigative staff such as ammunition, ballistic vests, etc. Processes and routes invoices to HQ for approval. Provides additional administrative support as needed for Agent and Auditor team functions, including, but not limited to, purchasing, personnel, property control, safety, and reception duties. May perform other related duties as assigned.

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.

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Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name