

DUTY STATEMENT

Classification: Investigator- Bilingual	
Working Title: Investigator	
Program: Audits and Investigations	
Division: Investigations Division	
Branch: Peace Officer Investigations Branch	
Section: Investigations South Section	
Unit:	
Office Location: 7575 Metropolitan Drive, Suite 102, San Diego, CA 92108	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R07	Position Number: 806-307-8610-XXX
Bilingual Position: ☒ Yes ☐ No	Specify Language:
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the direction of the Supervising Fraud Investigator I, the incumbent will conduct full-scope criminal, administrative, and civil investigations into allegations of fraud, waste, and abuse involving the California Medicaid Program (Medi-Cal) and other programs administered by the Department of Health Care Services (DHCS). This position is classified as an Investigator, a sworn peace officer role, and performs the full range of peace officer duties and responsibilities as defined by the California State Personnel Board. The incumbent may also provide technical assistance and training to local, State, and Federal law enforcement and social services agencies. The position requires successful completion of the California POST (Commission on Peace Officer Standards and Training) Certified Basic Peace Officer Training Course within one year of appointment. The incumbent must also meet POST requirements for Perishable Skills Training (PST), Continued Professional Training (CPT), and complete all POST-certified, Investigations Division-mandated, and Department-mandated training. This position requires statewide travel up to 80%, including overnight stays, to attend meetings and conduct provider outreach. This position will utilize bilingual skills in dealing with Medi-Cal recipients whose primary language is not English.	

Description of Duties:	
% of Time	Essential Functions
45%	Perform a full range of peace officer duties and responsibilities including but not limited to the following: Provide proactive law enforcement functions and investigate complaints of fraud, waste or abuse against the Medi-Cal program. Conduct investigations regarding any criminal and administrative violations committed against the Department by providers, beneficiaries, contracted entities or other involved parties. Conduct field investigations in an undercover, plain clothes or high profile capacity. Uses and maintains investigative and protective equipment. Develop operation plans and safely execute them. Locate and interview victims, witnesses and suspects. Execute search and arrest warrants, which include safe entries into residences, business establishment(s), storage facilities and other spaces. Assist and participate in provider onsite review, audits, inspection and or investigation. Examine a variety of records, investigative reports, and other evidential and investigative documents. Seize, collect and process physical evidence. Prepare clear, concise, and accurate subpoena's, search warrants and reports detailing investigation activities and findings. Make physical arrests for criminal offenses. Testify in criminal and administrative hearings.
35%	Develop and maintain liaison with federal, State and local law enforcement agencies. Work with other law enforcement agencies on field operations and special assignments. Provide specialized training and other resources as requested. Provide subject matter expert consultation into policies/procedure development which specifically require investigatory or law enforcement expertise. Provide necessary support services to investigation related matters. May serve as the acting supervising fraud investigator (SFI) in the absence of the unit SFI. Serve on multi-agency task forces. Participate in special projects and/or assignments. Travel of up to 80% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.
15%	Fulfill all training requirements set forth by the Commission on Peace Officer Standards and Training (POST), Department policy and other legislative mandates. Required training includes, but is not limited to, training related to the POST basic academy, firearms, use of force, defensive tactics, first aid/CPR, driver's awareness/defensive driving, strategic communication, interview and interrogation, bias based policing and search warrants. Make presentations or provide specialized training to Department employees, county eligibility workers, allied law enforcement agencies, or stakeholder/ community groups to explain Departmental programs and procedures. Provide subject matter expert consultation into policies/procedure development which specifically require investigatory or law enforcement expertise. Provide necessary support services to investigation related matters. May serve as the acting supervising fraud investigator (SFI) in the absence of the unit SFI. (20% of this time will be spent utilizing bilingual skills in dealing with Medi-Cal recipients whose primary language is not English. Function as a translator for other investigators when necessary.)

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under General Direction by the (enter supervisor classification):Supervising Fraud Investigator I.**Supervision Exercised: (check all that apply)**☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☒ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☒ Background Check / Finger Printing Clearance☒ Valid Professional License (please specify): CA DL**Desirable Qualifications:**

As stated on the California State Personnel Board classification specifications revised on 6/3/12; Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigations work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles, willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; work under stress and adverse conditions; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:

Analyst Signature:

Date:

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

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Analyst Signature:

Date:

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Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: