

**DUTY STATEMENT**

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| Classification: Supervising Fraud Investigator II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                        |
| Working Title: Section Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        |
| Program: Audits & Investigations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                        |
| Division: Investigations Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                        |
| Branch: Peace Officer Investigations Branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                        |
| Section: East                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        |
| Unit:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |
| Office Location: 2 MacArthur Place, Suite 500, Santa Ana, CA 92707                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                        |
| COI Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| CBID: S01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Position Number: 806-307-8066-XXX                                                      |
| Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Specify Language: Not Applicable                                                       |
| <p>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.</p>                                                                                                                                                                                                  |                                                                                        |
| <p><b>Job Summary:</b></p> <p>Under the general direction of the Sr. Special Agent, the Supervising Fraud Investigator II, organizes, and coordinates the work of multiple offices statewide to conduct targeted preliminary and full criminal and administrative investigations of fraud, waste or abuse by DHCS program beneficiaries and providers, respectively. The incumbent must possess demonstrated management capabilities, including the ability to lead, set priorities, develop objectives, and monitor the performance of a highly technical operation under sometimes-stressful conditions. The incumbent must be able to direct staff and plan for workloads to meet tight time frames. The incumbent must have excellent communication skills, both written and verbal, to be effective in communicating with the legislature, executive staff, Medi-Cal providers and their attorneys. Overnight and statewide travel of up to 20% may be necessary.</p> |                                                                                        |

**Job Summary (cont):**

*The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

| <b>Description of Duties:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>% of Time</b>              | <b>Essential Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 40%                           | <p>Oversee the Medi-Cal beneficiary and provider investigation activities conducted by sworn peace officers statewide. Allocates resources to achieve program goals and objectives. Organizes investigative activities in designated geographical areas. Oversees training plans and assure that all staff has appropriate training. Coordinates multi-jurisdictional enforcement actions regarding beneficiary and provider Medi-Cal fraud. Reviews referrals regarding allegations of fraud, assigns cases and approves investigative findings. Develops and implements procedures regarding service of search warrants to seize evidence of criminal activity, chain of custody logs and transfers, handling and disposition of evidence such as paper documentary evidence, narcotics, controlled substances, assets, photographic evidence, hard drives, or other electronic media, equipment and computers. Ensures investigation into drug diversion of controlled substances by doctors, pharmacists, nurses, dentists, psychiatrists and other medical providers to illicit use of legally manufactured controlled substances related to these Medi-Cal providers. Oversees complex investigations of Medi-Cal and Federal health care program beneficiary and provider fraud. Serve as the primary liaison with the Medicaid Fraud Control Unit (MFCU) within the Department of Justice (DOJ), Division of Medi-Cal Fraud and Elder Abuse (DMFEA) around preliminary criminal fraud investigations of Medi-Cal providers. This includes facilitating collaboration between the agencies to maximize the joint efforts to advance DHCS' Credible Allegation of Fraud (CAF) Referrals and maintain effective coordination of law enforcement activities between the two agencies. Coordinate enforcement activities related to full criminal investigations of Medi-Cal beneficiaries and provider CAF referrals rejected by the DMFEA with other local and/or federal law enforcement agencies as appropriate.</p> |
| 25%                           | <p>Works with other Branches within the Investigation Division to coordinate and direct field visits and investigative activities statewide. Participates in management planning sessions to identify and recommend action on staffing, policy issues, policy manual development and revisions, and employee safety issues. Provides consultation and expertise in the areas of fraud investigations, field assessment techniques and standards. Represents DHCS concerning fraud investigation related requests from external entities including the Legislature, federal and state agencies, and counties. Develops and continually re-evaluates field visit policies in light of changes in federal and state policy, changes in law, statutes, regulations, or changes in the policies of partner agencies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Description of Duties: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| % of Time              | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15%                    | Coordinates and oversees the development and implementation of policies and procedures and effective budget and fiscal management. Manages unit staff encompassing direct supervision, recruitment, hiring, training, and evaluation of subordinate staff which includes, but is not limited to, completion of timely performance appraisals and establishing personnel procedures. Oversees administrative duties such as background investigations for potential hires, Public Records Act requests, and high-level management inquiries. Analyzes proposed and enacted legislation that may affect the branch workload and/or policies. Develops budget change concepts and proposals; evaluates human resource needs; represents the Branch at Executive meetings or with other DHCS programs. Overnight and statewide travel of up to 20% may be necessary. |
| 15%                    | Adjusts Branch direction when necessary to conform to program changes and Department and Division priorities. Provides appropriate support to anti-fraud programs, field offices and task forces. Creates and recommends operational policy; and directs the execution of issue papers and decision memos. Assists prosecutors in preparing cases for court, and may testify. Conducts DHCS programs reviews and internal affairs investigations and recommends any necessary actions. Make public presentations and provides short or long-term protective services to DHCS executive managers that include branch chiefs and above.                                                                                                                                                                                                                            |

| Description of Duties |                           |
|-----------------------|---------------------------|
| % Of Time             | Essential Functions       |
|                       |                           |
| % Of Time             | Marginal Functions        |
| 5%                    | Other duties as assigned. |

**Supervision Received:** Under General Direction by the (enter supervisor classification):Sr. Special Agent.**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): California Peace Officer Standards and Training (POST)**Desirable Qualifications:**

The position requires successful completion of California Peace Officer Standards and Training (POST) and Certified Basic Peace Officer Training Course. The incumbent is required to meet POST requirements for Continuing Professional Training. Attend, participate and successfully complete POST-certified and/or Investigations Division mandated training courses, including but not limited to weapons qualifications and defensive tactics training, as well as training required by the Department. Some overnight and statewide travel may be necessary.

Special Requirements: This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**Working Conditions (Check all that apply):**

Prolonged Periods of:

☒ Standing ☒ Sitting ☒ Kneeling ☒ Bending

Travel May be Required:

☒ Occasional ☒ Over NightRequires Lifting of Heavy Objects up to: 40 pounds**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:  
Mari RodriguezAnalyst Signature:  
Mari RodriguezDigitally signed by Mari Rodriguez  
Date: 2026.02.23 13:43:02 -08'00'Date:  
02/23/2026**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:

**Instructions**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classification:                               | Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Working Title:                                | Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.                                                                                                                                                                                                                                                                                                                                                                                 |
| Program / Division / Branch / Section / Unit: | Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Office Location:                              | The term office location refers to the state worksite that is the employee's reporting location when not teleworking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Position Number:                              | Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Telework Eligible:                            | Check 'Yes' if this position is eligible for a telework schedule.<br>Check 'No' if this position is not eligible for a telework schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Conflict-of-Interest (COI) Classification:    | Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment.<br>Check 'No' if this position is not designated under the COI Code.                                                                                                                            |
| Collective Bargaining Identifier (CBID):      | Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.                                                                                                                                                                                                                                                                            |
| Bilingual Position:                           | Check 'Yes' if this position is bilingual certified.<br>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.<br>Check 'No' if this position is not bilingual certified.                                                                                                                                                                                                                                                                                                                                                               |
| Job Summary:                                  | Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Description of Duties:                        | Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.<br><br><b>Essential Functions:</b> Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                  | <p>necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Supervision Received:            | <p>Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives.</p> <p><b>Under Close Supervision:</b> Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker.</p> <p><b>Under General Direction:</b> This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization.</p> <p><b>Under Administrative Direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p> |
| Supervision Exercised:           | <p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Special Requirements:            | Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Desirable Qualifications:        | Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Working Conditions:              | Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Human Resources Acknowledgement: | Completed by Human Resources Division to indicate the last date of review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Employee Acknowledgement:   | Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.                                                                                                                                                                                                                                                                                                             |
| Supervisor Acknowledgement: | <p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).</p> |

**DUTY STATEMENT**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Classification: Supervising Fraud Investigator II-Bilingual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        |
| Working Title: Section Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                        |
| Program: Audits & Investigations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                        |
| Division: Investigations Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
| Branch: Peace Officer Investigations Branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        |
| Section: East                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                        |
| Unit:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |
| Office Location: 2 MacArthur Place, Suite 500, Santa Ana, CA 92707                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                        |
| COI Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
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**Job Summary (cont):**

*The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

| <b>Description of Duties:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>% of Time</b>              | <b>Essential Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 25%                           | <p>Works with other Branches within the Investigation Division to coordinate and direct field visits and investigative activities statewide. Participates in management planning sessions to identify and recommend action on staffing, policy issues, policy manual development and revisions, and employee safety issues. Provides consultation and expertise in the areas of fraud investigations, field assessment techniques and standards. Represents DHCS concerning fraud investigation related requests from external entities including the Legislature, federal and state agencies, and counties. Develops and continually re-evaluates field visit policies in light of changes in federal and state policy, changes in law, statutes, regulations, or changes in the policies of partner agencies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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☒ Standing ☒ Sitting ☒ Kneeling ☒ Bending

Travel May be Required:

☒ Occasional ☒ Over NightRequires Lifting of Heavy Objects up to: 40 pounds**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:  
Mari RodriguezAnalyst Signature:  
Mari RodriguezDigitally signed by Mari Rodriguez  
Date: 2026.02.18 09:28:56 -08'00'Date:  
02/18/2026**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:

**Instructions**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

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| Classification:                               | Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Working Title:                                | Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.                                                                                                                                                                                                                                                                                                                                                                                 |
| Program / Division / Branch / Section / Unit: | Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Office Location:                              | The term office location refers to the state worksite that is the employee's reporting location when not teleworking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Position Number:                              | Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Telework Eligible:                            | Check 'Yes' if this position is eligible for a telework schedule.<br>Check 'No' if this position is not eligible for a telework schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Conflict-of-Interest (COI) Classification:    | Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment.<br>Check 'No' if this position is not designated under the COI Code.                                                                                                                            |
| Collective Bargaining Identifier (CBID):      | Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.                                                                                                                                                                                                                                                                            |
| Bilingual Position:                           | Check 'Yes' if this position is bilingual certified.<br>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.<br>Check 'No' if this position is not bilingual certified.                                                                                                                                                                                                                                                                                                                                                               |
| Job Summary:                                  | Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Description of Duties:                        | Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.<br><br><b>Essential Functions:</b> Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, |



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|                                  | <p>necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Supervision Received:            | <p>Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives.</p> <p><b>Under Close Supervision:</b> Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker.</p> <p><b>Under General Direction:</b> This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization.</p> <p><b>Under Administrative Direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p> |
| Supervision Exercised:           | <p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Special Requirements:            | Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Desirable Qualifications:        | Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Working Conditions:              | Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Human Resources Acknowledgement: | Completed by Human Resources Division to indicate the last date of review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| Employee Acknowledgement:   | Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.                                                                                                                                                                                                                                                                                                             |
| Supervisor Acknowledgement: | <p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).</p> |