

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

NAME:

CLASSIFICATION: Special Agent Trainee

WORKING TITLE: Special Agent Trainee

STATEMENT OF DUTIES: Under the close direction of a Special Agent Supervisor, the Special Agent Trainee receives comprehensive, on-the-job training in the application of the principles and techniques of Medi-Cal fraud investigation and enforcement activities, upon successful completion of Peace Officer Basic Training Academy. As part of a team, the Special Agent Trainee assists with complex criminal investigations and investigates allegations of Medi-Cal provider fraud and allegations of patient abuse and neglect in care facilities. May be required to conduct collateral duties as necessary. In accordance with Penal Code Section 13651, duties shall be conducted with an emphasis on community interaction and collaborative problem solving.

SUPERVISION RECEIVED: The Special Agent Trainee is under the close direction of a Special Agent Supervisor or Special Agent In-Charge.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: The physical demands as set forth in the "Essential Duties of Peace Officer Classifications" are incorporated herein. See attachment.

TYPICAL WORKING CONDITIONS: Travel may be required locally and within the state for investigations, meetings, and training. The working conditions as set forth in the "Essential Duties of Peace Officer Classifications" are incorporated herein. See attachment.

ESSENTIAL FUNCTIONS:

- 25% Obtains various documentation from computer programs at the fiscal intermediary agencies, including miscellaneous (confidential) documents such as bank records, medical records, welfare files, business records, and other records to be used as evidence in judicial proceedings. Researches this documentation to detect or verify patterns of billings which indicate suspected violation of laws, rules or regulations, often working with an auditor. Develops schedules of provider billing practices which tend to provide culpability.
- 25% Locates and interviews witnesses, suspects, principals, and possible expert witnesses. Prepares written and recorded statements and evaluates their testimony for credibility for possible use in judicial proceedings.
- 15% Prepares comprehensive investigation reports for presentation to the Deputy Attorney General or local district attorney for criminal complaints.
- 15% Conducts undercover surveillance operations. Coordinates and assists in the preparation and service of search warrants. Signs complaints resulting in arrest warrants. Makes

physical arrests of suspects.

- 15% Confers with, and assists, the Deputy Attorney General, and/or trial deputy district attorney, in planning and coordinating investigations and in preparing cases for court. Locates and serves subpoenas on witnesses and suspects. Testifies in all criminal and administrative proceedings as necessary.
- 5% Participates in both on-the-job training and structured instruction, including firearms safety and use.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name