

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

WORKING TITLE: Deputy Attorney General III

STATEMENT OF DUTIES: The Deputy Attorney General III (DAG III) performs the more complex legal work in Division of Medi-Cal Fraud and Elder Abuse within an assigned region; independently prosecutes cases in county and federal district courts against a wide variety of health care providers and caregivers normally associated with the Medi-Cal program; and in multi-disciplinary actions, performs legal duties and advises other agency investigators and prosecutors with federal, state, and local agencies relative to fraud and evidence of it in the Medi-Cal program.

SUPERVISION RECEIVED: Under the general direction of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for up to eight hours a day; and is required to travel out of town, sometimes with overnight travel within the state or out of state. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Subject to direction from supervisory staff, performs the following functions related to trial preparation and presentation in court – independently conducts legal research on complex issues; drafts and files pleadings with respect to pretrial, trial, and post-trial motions; interviews witnesses; independently and/or as part of a team prosecutes difficult jury and court trials, and makes other related court appearances; independently and/or as part of a team resolves complex legal issues and prosecutions through trials and negotiations with defense counsel; prepares letters to probation departments, arranges for victim statements, drafts sentencing statements and motions, appears and argues at sentencing hearings; assists in the preparation of press releases and responses to press contacts; upon case completion, reports and analyzes outcomes to supervisors and management; and refers cases to other agencies for other action as appropriate.
- 35% Subject to direction from supervisory staff, performs the following functions related to case review – reviews reports of investigation and progress reports; consults with Special Agents and Investigative Auditors assigned to cases to evaluate and provide direction for complex cases, including the sufficiency of evidence, advice on parameters, and effects of investigative action; determines suitability for prosecution and directs the legal theories to be followed in investigating cases, and makes final filing decisions; reviews search warrants, arrest warrants, and affidavits for legal sufficiency and clarity; reviews and approves requests and affidavits for undercover Medi-Cal cards.
- 10% Subject to direction from supervisory staff, on matters related to criminal and civil Medi-Cal fraud and patient abuse cases, consults with and advises district attorneys and representatives of other public agencies, as well as Medicaid Fraud Control Units in other states. Makes case disposition decisions resolving conflicts with such agencies.

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- 10% Must keep case management system updated, will be assigned other miscellaneous duties such as training and collaborating with other agencies.
- 5% Subject to direction from supervisory staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws, regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts.

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

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NAME:

CLASSIFICATION: Deputy Attorney General IV

WORKING TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: The Deputy Attorney General IV (DAG IV) performs the more complex and sensitive legal work in the Division of Medi-Cal Fraud and Elder Abuse ("Division") within an assigned primary region; independently and/or as part of a team prosecutes cases in state courts and federal district courts against a wide variety of health care providers and caregivers normally associated with the Medi-Cal program; in multi-disciplinary actions, makes decisions relating to the Division's participation and role; and acts in a senior advisory role performing the more complex and difficult legal duties and directing other agency investigators and prosecutors with federal, state, and local agencies on criminal investigations and prosecutions affecting the Medi-Cal program.

SUPERVISION RECEIVED: Under the general direction of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for up to eight hours a day; and is required to travel out of town, sometimes with overnight travel within the state or out of state. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Subject to direction from supervisorial staff, performs the following functions related to case review – reviews reports of investigation and progress reports; consults with Special Agents and Investigative Auditors, their supervisors, and management to evaluate and provide direction for complex cases, including the sufficiency of evidence and legal effects of investigative activities; makes early evaluations and determines suitability of facts to support later prosecution; analyzes, directs and explains the legal theories and results therefrom in investigating cases; and makes final filing decisions on more complex of cases; reviews search warrants, arrest warrants, and affidavits for legal sufficiency and clarity; and reviews and approves requests and affidavits for undercover Medi-Cal cards.
- 40% Subject to direction from supervisorial staff, performs the following functions related to trial preparation and presentation in court – independently conducts legal research on more complex issues; drafts and files pleadings with respect to pretrial, trial, and post-trial motions; interviews witnesses; independently and/or as part of a team prosecutes the most difficult and complex jury and court trials, and makes other related court appearances; independently and/or as part of a team resolves more complex legal issues and prosecutions through trials and negotiations with defense counsel; prepares letters to probation departments, arranges for victim statements, drafts sentencing statements and motions, appears and argues at sentencing hearings; assists in the preparation of press releases and responses to press contacts; upon case completion, reports and analyzes outcomes to supervisors and management; and refers cases to other agencies for other action as appropriate.
- 10% Subject to direction from supervisorial staff, on matters related to criminal and civil Medi-Cal fraud and patient abuse cases, consults with and advises district attorneys and representatives of other public

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agencies, as well as Medicaid Fraud Control Units in other states. Makes case disposition decisions resolving conflicts with such agencies.

- 5% Subject to direction from supervisory staff, acts as trainer for other Deputy Attorneys General, Special Agents, and Investigative Auditors relating to complex prosecutions and legal issues; informally trains Deputy Attorneys General and other staff by example, mentoring and analyzing and explaining the most difficult legal matters.
- 5% Subject to direction from supervisory staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws, regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts.

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