

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
COMPLAINT ASSESSMENT TEAM
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

WORKING TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: As the legal subject matter expert in the Complaint Assessment Team (CAT), the Deputy Attorney General IV (DAG IV) works closely with the Special Agent Supervisor, and the Associate Governmental Program Analyst, to organize, review, and evaluate complex complaints and referrals regarding Medi-Cal fraud, elder/dependent adult abuse/neglect, or abuse of beneficiaries in the provision of Medi-Cal services. Such complaints and referrals may be received from local, State, and Federal (largely social services, criminal justice, and law enforcement) entities, as well as the public, and will be filtered through the CAT for further investigation or prosecution by the DMFEA, as determined by the DAG IV. Specifically, the DAG IV will review incoming complaints with their CAT counterparts to provide decisions on moving complaints forward, either closing them, or determining there is more information required before proceeding with legal or investigative actions. The DAG IV will also assign cases to DAGs in coordination with SDAGs in the Civil and Criminal sections. The DAG IV shall have an awareness of DMFEA's prosecution priorities, and applies the law (both civil and criminal) to the facts and allegations in the complaint. The DAG IV will maintain productive working relationships with supervising personnel (Special Agents-in Charge (SAC) and criminal and civil Supervising DAGs) throughout the Division, as well as individuals involved in the referral process from partner agencies.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General, Criminal Prosecutions Section.

OVERSIGHT EXERCISED: As a lead, coordinates, monitors, reviews and directs the work of other attorneys in the Criminal Prosecution and Civil Sections and CAT, on as needed basis.

TYPICAL PHYSICAL DEMANDS: The DAG IV may be required to sit at a computer terminal up to eight hours a day while performing duties and may occasionally be required to travel to DMFEA's statewide regional offices. Other travel within the state and out of state will periodically be required as well.

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:

60% Receives complaints via mail, email, telephone and leads from ongoing investigations, as well as from the DMFEA's Data Development Unit (DDU). Evaluates content of complaints; verifies if complaint involves the following statutes under Medi-Cal Fraud: Welfare & Institution Codes (WIC) §14107.2 (a), § 14107.2(b); Penal Codes (PC) §487, §550(a)(5), §550(a)(6), §550(a)(7), and other statutes pertaining to DMFEA's mission. In coordination with CAT members, decides to close complaint, open an investigation, or determines that more information is required to make a final determination. As the CAT's legal expert, pursues leads utilizing email, cellular telephones, faxing and internal investigative software leading to resolution of complaint. Provides legal guidance to the CAT team in an effort to triage complaints and referrals for viability and jurisdictional authority. Reviews and evaluates complex and potentially meritorious complaints and referrals and, where necessary, works with CAT staff to obtain additional information. Declines and/or refers to other appropriate entities those complaints and referrals which do not merit DMFEA investigation and/or prosecution. Communicates potentially meritorious complaints and referrals to the appropriate Civil or Criminal Section SDAG and SAC, Investigations

Section, as determined by location and subject matter; coordinates with entities above and makes a final determination of whether to open an investigation, and considers whether meritorious complaints and referrals should be referred to DMFEA's Civil or Criminal Section. Assigns substantiated complaints to DAGs in coordination with the appropriate SDAG.

- 30% Establishes and maintains relationships with referring partner entities, including State and local health and law enforcement agencies. As a representative of the DMFEA, participates in meetings and calls with the Department of Health Care Services (DHCS) (and other agencies as appropriate, e.g., Department of Public Health (CDPH)) at regular intervals regarding referrals, and other areas of interaction between DMFEA and referring agencies integral to the SDAG's duties. Ensures that required formal and appropriate informal notifications are provided to referring entities at various points in the process.
- 10% Collaborates with DMFEA executive staff on subject areas of responsibility to ensure understanding and accountability.

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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DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
COMPLAINT ASSESSMENT TEAM
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General V

WORKING TITLE: Deputy Attorney General V

STATEMENT OF DUTIES: As the legal subject matter expert in the Complaint Assessment Team (CAT), the Deputy Attorney General V (DAG V) works closely with the Special Agent Supervisor, and the Associate Governmental Program Analyst, to organize, review, and evaluate the most complex complaints and referrals regarding Medi-Cal fraud, elder/dependent adult abuse/neglect, or abuse of beneficiaries in the provision of Medi-Cal services. Such complaints and referrals may be received from local, State, and Federal (largely social services, criminal justice, and law enforcement) entities, as well as the public, and will be filtered through the CAT for further investigation or prosecution by the DMFEA, as determined by the DAG V. Specifically, the DAG V will review incoming complaints with their CAT counterparts to provide decisions on moving complaints forward, either closing them, or determining there is more information required before proceeding with legal or investigative actions. The DAG V will also assign cases to DAGs in coordination with SDAGs in the Civil and Criminal sections. The DAG V shall have an awareness of DMFEA's prosecution priorities, and applies the law (both civil and criminal) to the facts and allegations in the complaint. The DAG V will maintain productive working relationships with supervising personnel (Special Agents-in Charge (SAC) and criminal and civil Supervising DAGs) throughout the Division, as well as individuals involved in the referral process from partner agencies.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General, Criminal Prosecutions Section.

OVERSIGHT EXERCISED: As a lead, coordinates, monitors, reviews and directs the work of other attorneys in the Criminal Prosecution and Civil Sections and CAT, on as needed basis.

TYPICAL PHYSICAL DEMANDS: The DAG V may be required to sit at a computer terminal up to eight hours a day while performing duties and may occasionally be required to travel to DMFEA's statewide regional offices. Other travel within the state and out of state will periodically be required as well.

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:

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which do not merit DMFEA investigation and/or prosecution. Communicates potentially meritorious complaints and referrals to the appropriate Civil or Criminal Section SDAG and SAC, Investigations Section, as determined by location and subject matter; coordinates with entities above and makes a final determination of whether to open an investigation, and considers whether meritorious complaints and referrals should be referred to DMFEA's Civil or Criminal Section. Assigns substantiated complaints to DAGs in coordination with the appropriate SDAG.

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- ☐ 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