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

NAME:
CLASSIFICATION: Special Agent Supervisor
WORKING TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: The mission of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) as the State's Medicaid Fraud Control Unit ("Unit") is to investigate and prosecute, both criminally and civilly, (a) health care providers who defraud the Medi-Cal program and (b) those who abuse or neglect elders and dependent adults in care facilities.

The Special Agent Supervisor plans, directs and assigns criminal investigations related to Medi-Cal fraud, drug diversion, and patient abuse in a geographical area within the state. Assists the Special Agent-In Charge with management of staff and work that relates to DMFEA's law enforcement practices, outreach, legislative and regulatory initiatives, and other matters. In accordance with Penal Code Section 13651, duties shall be conducted with an emphasis on community interaction and collaborative problem solving.

SUPERVISION RECEIVED: Reports directly to the Special Agent-In-Charge or Assistant Bureau Chief (sworn).

SUPERVISION EXERCISED: Supervises Special Agents and Special Agent Trainees.

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 typical working conditions as set forth in the "Essential Duties of Peace Officer Classifications" are incorporated herein. See attachment.

ESSENTIAL FUNCTIONS:

20% Directs and supervises subordinate staff of Special Agents in their performance and productivity in the criminal investigation and prosecution of providers of Medi-Cal services.

20% Directs or participates in the more difficult or confidential field investigations.

20% Conducts a continuing review of the case assignments to assure prompt and timely investigation and effective dispositions. Reviews and conducts preliminary review of backlogged cases to determine extent and validity of complaint and assesses whether there is reasonable cause to proceed with the investigation.

20% Trains and recruits staff as necessary and provides technical advice and direction. Evaluates the performance of staff members and takes appropriate action. Writes probationary reports, performance appraisals and participates in the interview and hiring process.

5% Prepares reports, statistics and correspondence and develops written policies and procedures which will enhance the professional competence, effectiveness, and efficiency of their responsibilities.

5% Implements standards and procedures of the Division and uniform application of policies.

5% Acts in the absence of the Special Agent-in-Charge.

5% Provides data and makes recommendations for legislation, regulations, and management improvements based on investigative findings.

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