DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CIVIL SECTION
CIVIL AUDITING UNIT
DUTY STATEMENT

NAME:
CLASSIFICATION: Investigative Auditor IV Supervisor (IA IV Sup.)
WORKING TITLE: Investigative Auditor IV Supervisor (IA IV Sup.)

STATEMENT OF DUTIES: The Investigative Auditor IV Supervisor supervises and evaluates the performance and work product of the statewide audit staff assigned to and engaged in conducting audits in civil California and federal False Claims Act prosecutions; makes case assignments; consults with Supervising Deputy Attorneys General in developing plans, procedures and methodologies for assessing and implementing auditing strategies; and coordinates with Special Agents in Charge, case supervisors and agents within the criminal fraud unit when law enforcement investigative services are required. Provides technical expertise and training to Investigative Auditors, Special Agents and Special Agent Supervisors in conducting money laundering, false claims, tax evasion, trust fund and cost report audits for the Medi-Cal Fraud program. Prepares declarations and affidavits and reviews those of other investigative auditors in support of litigation. Participates, conducts and oversees other Investigative Auditors' interviews of suspects, qui tam plaintiffs, and witnesses. Testifies as the principal investigative auditor on the most complex investigations and analyses. Prepares extensive and complex schedules and exhibits for court presentation. Acts as a principal advisor to the Senior Assistant Attorney General on forensic auditing techniques.

The position requires working knowledge of an extensive body of laws, qui tam litigation, investigation techniques and auditing principles relating to criminal prosecutions.

SUPERVISION RECEIVED: Under the general direction of the Senior Assistant Attorney General.

SUPERVISION EXERCISED: Supervises Investigative Auditors.

TYPICAL PHYSICAL DEMANDS: May be required to use a computer terminal while performing research and other duties up to eight hours a day. Ability to lift up to 25 lbs. May be required to spend extended periods of time reviewing records and evidence in off-site locations. Will be required to work odd and unusual hours during the work week and occasionally on weekends, and travel extensively throughout the state.

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. Smoke-free environment in enclosed or open offices, conference rooms, and evidence storage facilities in state and allied government buildings. Enclosed or open offices in financial institutions, corporate/business/legal offices of defendants, and work residence locations of witnesses.

ESSENTIAL FUNCTIONS:

35% Directs, supervises, and plans the work of investigative auditor staff; reviews subordinate staff work product; plans and assists in the training of investigative audit staff in audit/investigation techniques, delegates audit/investigative assignments to investigative audit staff; and devises procedures and program activities.

30% Handles a variety of general administrative, personnel and disciplinary matters; evaluates performance of subordinate audit staff and makes recommendations to Senior Assistant Attorney General, plans and assists in the recruitment process for new audit staff.

25% Independently conducts a limited number of the most complex, publicly sensitive audit/investigative assignments and the most difficult and controversial field investigations requiring the highest level of professional demeanor and technical expertise. Acts as expert witness in court trials involving criminal and civil prosecutions.

MARGINAL FUNCTIONS:

5% Advises Deputy Attorneys General, Special Agents, Special Agent Supervisors and legal analysts in areas involving accounting, auditing and theory techniques.

5% Receives and evaluates requests from legal staff for audit/investigative services.

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