Classification Title:	**Branch/Division/Bureau:**
Supervising Fraud Investigator II	Enforcement Branch/Fraud Division
Working Title:	**Office/Unit/Section/Geographic Location:**
Captain	Central Valley
Position Number (13 Digit):	**Conflict of Interest Position:**
413-686-7542-002	☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the direction of the Deputy Chief, the Supervising Fraud Investigator (SFI) II will have oversight of all functions and decision-making of the Regional Office including: planning, organizing, and directing the law enforcement staff and programs within their designated geographical area of the State. The incumbent directly supervises the Supervising Fraud Investigator I's and oversees the activities of other support staff assigned to the regional office. The SFI II's area of responsibilities include: preparing and implementing Division policy and procedures; managing the Regional Office budget; reviewing and analyzing regional area crime trends; identifying and developing in-house training programs to meet Division needs; overseeing the implementation of the training program for local law enforcement agencies and insurance personnel in their region; preparing and facilitating a formal public outreach program to provide training in insurance fraud awareness, detection, and reporting requirements; and assisting in the administration of a specialized investigative program or project as mandated by law or required by Division administration. In addition, the SFI II has overall responsibility for providing reports on the utilization of resources including workload and case management data on all fraud operations for the Regional Office. The SFI II coordinates grant-funded task force operations with prosecutors and allied law enforcement; testifies at criminal, legislative and administrative proceedings as an expert witness; and prepares, analyzes, and monitors legislation affecting the Division. This position is designated as a peace officer under California Penal Code Section 830.3. Routine travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

40% Manage the day-to-day operations of the Regional Office, including the planning, organizing and directing of the Regional Office investigations conducted by law enforcement staff and programs. Review and advise Regional Office staff of work product and correspondence. Monitor monthly status reports and workflow. Enter, monitor, and approve data inputted into the Case Record Information Management System (CRIMS) which identifies hours and resources utilized for fraudulent investigative case involvement related to auto, workers' compensation, and special operations programs. Evaluate, monitor, and prepare performance appraisals for subordinate staff using performance standards. Ensure enforcement of labor contracts and equal employment opportunity and confer and coordinate with appropriate departmental staff. Ensure that all mandatory POST training is completed as required. Participate in investigations as necessary.

20% Assist in the administration of a specialized investigative program or project as mandated by law or required by Division administration. Coordinate Grant Funded task force operations with prosecutors and allied law enforcement. Review and analyze regional area crime trends. Identify and develop formal in-house training programs to meet Branch and Division needs.

15% Oversee the implementation of the training program for local law enforcement agencies and insurance company personnel in the region. Prepare and facilitate a formal public outreach program to provide training in insurance fraud awareness, detection, and reporting requirements.

10% Manage and assist in the development and monitoring of the Regional Office budget. Responsible for submitting monthly status reports to the Deputy Commissioner describing the office's utilization of resources dedicated to the Auto, Workers' Compensation, and Special Operations programs based upon the monthly Fraud Integrated Database Reports. Assist in the development and enforcement of Branch and Division policy and procedures.

5% Participate in the recruitment process. Review and screen applications received through the Examination and Certification Online System (ECOS). Conduct hiring interviews for Regional Office vacancies. Maintain liaison with various departmental staff including Enforcement Branch Headquarters Admin Services, Human Resources Management Division, and Recruitment and Background Investigation Team Captain on matters related to recruitment. Prepare appropriate detailed documentation to complete recruitment process.

5% Act as a liaison when representing the Department, Branch, or Division before allied law enforcement, State and Federal prosecutors, and insurance industry groups; appear as a speaker before law enforcement, and public and insurance industry groups; direct and control on-scene media events.

MARGINAL FUNCTIONS

5% Prepare, analyze, and monitor legislation to allow the Branch to meet its objectives. Testify at criminal, legislative, and administrative proceedings as an expert witness.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms
- The incumbent must be able to work in a high-rise building
- Good health, sound physical condition, and free from any physical or mental condition that would interfere with performance of duties
- Effective use of both hands
- Strength, endurance, and agility
- Emotional stability
- Normal hearing or hearing corrected to normal
- Normal vision or vision corrected to normal
- Weight proportional to age and height
- Successfully qualify at quarterly weapon qualifications and meet all POST requirements
- Possess a valid driver's license issued by the Department of Motor Vehicles and shall safely operate a motor vehicle.
- Eligible for telework in accordance with CDIs Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Printed Name