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

NAME:
CLASSIFICATION: Special Investigator
WORKING TITLE: Special Investigator

STATEMENT OF DUTIES: Under the supervision of, a Supervising Special Investigator (SSI) I (non-peace officer) the Special Investigator (SI) conducts independent criminal investigations and evaluates criminal allegations to detect or verify suspected violations or provisions within the mission of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). This includes but is not limited to complex and inter-jurisdictional schemes and assists in the prosecution of such matters. Incumbents may work independently or with a group of investigators (sworn or non-sworn), in executing a lawful and thorough investigation of alleged violations and pursue cases for prosecution where applicable. Independently performs assigned tasks skillfully, professionally, courteously, and efficiently, exercises independence, initiative, and excellent judgment.

SUPERVISION RECEIVED: Under the direct supervision of a SSI I (non-peace officer) and indirectly from a SSI II (non-peace officer).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties, up to 10 hours a day. The incumbent is required to work indoors and outdoors, depending on the situation they are involved in, at any given time. Occasional to frequent sitting, standing, walking, driving, and carrying up to 25 lbs. may be required. Will be required to drive and travel throughout California or the nation for work assignments or training as necessary.

TYPICAL WORKING CONDITIONS: Professional smoke free office environment with occasional unspecified field work at businesses, medical facilities and storage locations. Mainly, the incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

ESSENTIAL FUNCTIONS:

35% Independently conduct complex investigations. May act as lead on investigation as deemed necessary by supervisor. Prepare formal investigative discovery including identifying, locating and gathering records and evidence to further criminal investigations; Prepare, obtain, and assist with search warrants and other official legal papers. Prepares affidavit in support of search and arrest warrants. Organize, review, and analyze evidence, including business, financial, digital, medical, and other miscellaneous records; utilize various databases (e.g. DMV, CLETS, public data aggregation tools) to gather evidence and information related to investigations; collect and secure evidence to preserve the chain of custody.

30% Conduct preliminary, pre-investigative screening and assessment of referrals and complaints; plan, develop, and coordinate criminal investigations in consultation with various DMFEA Sections, classifications, and all level of management as needed to facilitate investigations. Work closely with other State agencies in cross agency investigations; communicate and coordinate with local government social service agencies and law enforcement agencies. Identify, locate, contact and interview victims, witnesses, and suspects; identify and pursue investigative leads; travel to various locations throughout the State to be present at search warrant activities or mission essential investigations. Participates in meetings and interviews with investigative, legal and managerial staff, as well as various State and allied government agencies.

15% Prepare concise, detailed reports of the events of the investigation, which include documented evidence, statements from witnesses and a general synopsis to ensure the findings are fully supported by the facts and other evidence. Prepares filing documents to be submitted to the prosecuting attorney.

10% Prepare to testify and testify in court and grand jury proceedings; locate and subpoena witnesses; assist in the preparation of witnesses to testify; assist Deputy Attorneys General with the preparation and presentation of criminal cases in court and grand jury proceedings.

5% Participate in on-the-job and structured training in addition to participating in Division outreach efforts; provide training, expertise, and advice to Department staff within the Section and outreach to the public or law enforcement. Provide and assist in the development of investigative and prosecution strategies and methodologies for assessing and implementing investigative strategies as pertaining to Section investigations.

5% Participate in field inspections; such operations would include travel, conducting interviews, reviewing records, working with Special Agent or Deputy Attorney General personnel, and memorializing the aforementioned in reports. Other duties such as, but not limited to, performing special projects and tasks as required.

OTHER INFORMATION:

The employee routinely works with sensitive and confidential information and/or materials, which may be graphic in nature or depict harm from physical assault or neglect. The employee is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times.

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	