Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Supervisor II	*Supervisor II*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-328-4801-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Criminal Intelligence Section	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Investigation Division	SCI II
BRANCH:	REVISION DATE:
Labor Data and Compliance Branch	1/29/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

The position is located in the Employment Development Department (EDD), Labor Data and Compliance Branch, Investigation Division (ID) Central Office in Sacramento. Under the general direction of the Supervising Criminal Investigator II, the incumbent manages the Criminal Intelligence Section (CIS) that performs the following functions: developing strategic and tactical reports; trend analyses; making recommendations to assist the ID, and the EDD to identify fraud against the EDD Programs; building electronic systems to detect fraudulent activity in Internet, telephone, or other applications; data-mining; strategic data analyses; and create link, timeline, association, or geospatial diagrams. Writes grants for available funds to combat fraud; discovers/implements emerging technologies; acts as liaison with contractor or vendors having fraud detection, validation, authentication or similar technologies. The incumbent should keep current with emerging trends, data modeling, predictive analytics, internet developments, machine learning and cloud computing. The incumbent will lead efforts to create strategies to reduce or eliminate risk.

Percentage of Duties	Essential Functions
40%	Supervises, coordinates, plans, organizes, and direct activities of the CIS staff responsible for providing data for decisions protecting the integrity of the EDD programs and enhance the value of it to users of the Department's services by identifying the following: trends in fraud schemes, methods for improving data analysis for data maintained in the ID, and new data sets to research. Recommends coordinated efforts with organizations internal and external to the EDD. Ensures integrity and confidentiality of intelligence information, files, and automated systems maintained according to legislative mandates and department policies. Provides strategic intelligence data to develop plans to identify data analyses used by peace officer and program staff to detect, counter and deter criminal activities. Develops and maintains relationships with the ID's management team, local, state, and federal law enforcement agencies, and prosecuting authorities. Attends local and state level fraud, integrity, and technology conferences. Develops electronic systems to detect fraudulent Internet and telephone applications, data-mining, and strategic trends analyses in and for the EDD. Monitors development of contacts and information received and shared with allied local, state, and federal law enforcement agencies. Maintains awareness of emerging technologies to detect, prevent and deter fraud. Responsible for maintaining awareness of fraud related grant opportunities and writing grant requests when beneficial to the department. Researches and gathers intelligence information from a variety of local, state, and federal sources. Ensures data is shared with other law enforcement agencies in adherence to federal and state mandates. Implements and oversees grant related projects related to fraud and integrity issues. Administers the department's statewide Fraud Hotline. Reviews leads and determines if information will be used for further analytical development and subsequent referral for field investigation.
30%	Evaluates staff performance and provides feedback. Reviews and approves annual Individual Development Plans and annual Training Plans. Prepares annual performance appraisals and probation reports. If necessary, takes corrective action to ensure that staff meet work requirements and comply with division and section policies and procedures. Participates in the recruitment and selection of staff.
25%	Coordinates or develops and conducts special projects or studies, such as assessing the adequacy of the Division's internal controls, third party applications, and information

	management for measuring program effectiveness. Acts as liaison with other EDD Divisions. Makes recommendations to the Division Chief and the Division's management team for improved effectiveness and increased efficiency and for improving the achievement of division objectives. Reviews and revises the Division's policies and procedures.
Percentage of Duties	**Marginal Functions**
5%	Other duties as appropriate for the classification.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occures < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly 2 – Supervisor Is, Indirectly 5 – Analyst I/Analyst IIs; and 1 Analyst I

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name: _____

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (C&P) Approval

☒ Duties meet class specification and allocation guidelines.	C&P Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	JMB	2/12/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

Civil Service Classification	Position Number
Supervisor II	280-328-4801-001

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file