

## CLASS SPECIFICATION

Yuba County

June 2002

**CLASS TITLE:** Welfare Fraud Investigator

**FLSA STATUS:** Non-exempt

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### **JOB SUMMARY:**

Performs a variety of field service and legal investigative work for the Health and Human Services Department primarily involving welfare fraud matters; identifies overpayments/over-issuances obtained through error or fraudulent methods; provides security for human services staff; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is an experienced legal investigative class, responsible for locating a variety of individuals involved in potential welfare fraud cases and for preparing cases for prosecution. Responsibilities may also include the service of subpoenas, warrants and other legal documents and the arrest of suspects as required. This class is distinguished from sworn staff with investigative assignments in the Sheriff's department or the District Attorney's office by the fact that investigations relate specifically to the area of welfare fraud. It is further distinguished from Senior Welfare Fraud Investigator in that the latter is the lead/specialist level in this class series. Although this is a peace officer position, it is not designated as "safety" by PERS for retirement purposes.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Locates suspected welfare fraud by using various tracing methods such as accessing D.M.V. records, criminal justice records, and by contacting utilities, law enforcement agencies, credit services, various governmental agencies, friends and family members and similar means.
- Takes statements from victims, witnesses, defendants and others connected to a specific case.
- Gathers evidence and documentation and maintains chain of evidence pursuant to issuance of the criminal complaint.
- Requests, receives and reviews information regarding law enforcement investigations pertinent to cases being investigated.
- Prepares and executes search warrants.
- Prepares reports regarding assigned case investigative findings and, if appropriate, requests the production of a criminal complaint from the District Attorney's office; works with District Attorney staff to develop a viable case.
- Locates and serves subpoenas, summonses, warrants, motions, compelling orders, orders to show cause and other legal documentation to individuals.
- Provides assistance to other law enforcement jurisdictions by locating individuals and serving various legal documents; arrests persons violating court orders, bench warrants or interfering with enforcement of writs when related to welfare fraud.
- Testifies in court as required.
- Transports clients to court or to detention facilities.
- Provides security for Health & Human Services Department staff; provides armed security for CPS staff when dealing with hostile clients and for escorting food stamp deliveries.
- Maintains accurate records of cases and service; prepares investigative and administrative reports as required.

**Important:**

- Provides information to the public over the telephone and in person regarding rules and regulations relating to welfare fraud investigations.
- Responds to disturbances within Health and Human Services Department facilities or parking lot areas.
- Secures the building and sets alarms at the end of the working day.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a vehicle to visit sites under investigation, collect information and transport witnesses and others.

**QUALIFICATIONS:**

**Knowledge of:**

Law enforcement terminology and methods, including rules of civil and criminal service procedure.

Policies and procedures related to criminal and fraud investigative work.

Applicable laws, codes and regulations.

Techniques of interrogation and interview.

Safety principles, practices and equipment related to the work, including those related to the use of firearms.

Computer applications related to the work.

Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.

Record keeping principles and practices.

**Skill in:**

Applying and explaining federal, state and local laws related to the service and enforcement of civil process.

Conducting welfare fraud investigations independently and effectively.

Remaining calm and taking appropriate action in tense or hazardous situations.

Making rapid, sound, independent judgments within legal and procedural guidelines.

Maintaining accurate records and files.

Preparing clear and concise written reports, correspondence and other written materials.

Using initiative and independent judgment within established procedural guidelines.

Organizing own work, setting priorities and meeting critical deadlines.

Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Physical Demands:**

- Mobility to work in a typical office and/or public safety setting.
- Stamina to stand and/or walk for an extended period of time.
- Strength to restrain and/or eject individuals.
- Vision to use standard office equipment and read printed materials including a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Carry a firearm and obtain and maintain applicable certification.
- Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- Possess a basic P.O.S.T. Certificate.

**Background:** The minimum and preferred requirements for this position are listed below:

**MINIMUM:** Two years of college (60 semester units) with major course work in law enforcement, administration of justice, criminology or a related field and at least two years full-time patrol/investigative experience in a sworn peace officer position or an equivalent combination of education and experience.

**PREFERRED:** Bachelor's degree with major course work in law enforcement, administration of justice, criminology or a related field and 10 years full-time investigative experience in a sworn peace officer position.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**