

COUNTY OF SOLANO

CLASS SPECIFICATION

WELFARE FRAUD INVESTIGATOR

CLASS SUMMARY:

Under direction, conducts routine and complex investigations, regarding public assistance eligibility, theft, and fraud, as well as other investigations such as threats against department employees and theft of and damage to public property; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Welfare Fraud Investigator (Supervisor)** class by the latter's supervisory responsibility.
- **Welfare Fraud Investigator (Entry)** class which is the entry level class in this series.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Welfare Fraud Investigator Supervisor.
- No supervision is exercised over others, however, incumbents may serve as a project lead.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes, and conducts routine and complex investigations to support a wide variety of criminal, civil, and/or administrative prosecutions primarily involving, but not limited to, public assistance fraud by:
 - reviewing fraud referrals and cases to evaluate whether case should be pursued and determines sources of evidence to explore;
 - locating persons suspected of fraud and witnesses using information obtained through a variety of sources such as: law enforcement databases; directories; internet sources; public agencies such as school districts, probation departments, and U.S. Department of Agriculture; private sector agencies such as employers, utility companies; property managers, collection agencies, banks, and Solano Family and Children's Services; landlords; family members; neighbors; and others to obtain information verifying or refuting statements made by recipients to establish program eligibility;
 - interviewing complainants, witnesses, suspects, subject matter experts, etc. which includes interpreting and explaining the provisions of laws, rules or regulations related to the investigation;
 - preparing, obtaining, and executing search warrants to seize persons and/or property, financial or business records;
 - locating, obtaining, and examining physical and documentary evidence which may involve forgery investigations, photo line-ups, and social media investigations;
 - conducting static and dynamic surveillances;

- coordinating investigative efforts with local, state and federal law enforcement agencies;
- preparing cases for prosecution by District Attorney: preparing detailed investigative reports and preparing investigative reports of findings, determining if recipient has made inaccurate statements or failed to report information which would affect grant eligibility or amount, and recommending appropriate action for case disposition;
- planning, organizing, directing and conducting search and arrest operations; and
- making arrests using reasonable use of force to control resisting subjects.
- Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, and credibility/sequence of witnesses, serves subpoenas, and other matters related to pre-trial preparation.
- Testifies in both judicial and non-judicial proceedings;
- Performs related duties such as the following: assists other local, state, and federal law enforcement agencies in their investigation of criminal law violations; coordinates multi-agency investigations of alleged or suspected violations of civil or criminal laws; answers inquiries from the public and other agencies; reviews case findings prepared by others for sufficiency; conducts departmental internal investigations and other special projects as assigned; may be assigned to serve as project leader.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Associate's Degree or higher from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science, or a closely related field; or a California Intermediate Post Certificate can substitute for education requirements.
AND
- **Experience:** Two years of full-time paid law enforcement experience working primarily in criminal investigations in a government agency.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid and current P.O.S.T Specialized Investigator Basic Course (SIBC), valid and current California Peace Officer Standards and Training (P.O.S.T.) Basic, Intermediate or Advanced Peace Officer Certificate, or Possession of a Basic Course Waiver (BCW) is required.
- Applicants are required to possess a valid California Driver's License, Class C.

Note: All training must be in compliance with the POST three-year rule, and all licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Methods and techniques of investigation including researching financial records and employment history, interviewing and interrogation techniques, writing investigative reports, and gathering and presenting evidence.
- Courtroom practices and procedures.
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities.
- Laws, regulations and policies applicable to work performed such as: California Penal Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Federal Rules of Criminal Procedures, and California Department of Social Services Manual of Policies and Procedures.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Plan, organize and conduct investigations of public assistance eligibility, theft and fraud as well as threats against department employees and theft of and damage to public property.
- Locate and interview people to ascertain facts and evidence verifying/refuting allegations of public assistance fraud.
- Analyze and evaluate the statements of witnesses and suspected violators.
- Secure and present evidence in verbal and written form.
- Understand, interpret, explain to others, comply and apply applicable laws, regulations, policies and professional practices governing investigative operations and use good judgment in their application.
- Project consequences of decisions.
- Deal with potentially hostile people of diverse socio-economic backgrounds.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, and make appropriate recommendations.
- Recognize and respect limit of authority and responsibility.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Work effectively with others who have objectives counter to assigned role.
- Understand program objectives in relation to department goals and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties, particularly in securing cooperation and teamwork among law enforcement personnel from other jurisdictions.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.

- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Prepare a variety of written communications to include thorough, complete and concise investigative reports.
- Maintain accurate records and document actions taken.
- Properly use and safeguard firearms as well as other less-lethal weapons such as batons, asps, and pepper spray.
- Use and operate police radios and modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling – Heavy work: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Office Work: Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc. as well as in homes, office buildings, businesses, etc. interviewing witnesses, conducting surveillance, collecting evidence, etc.
- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class are subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

- Working in Areas Which Restrict Movement: Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- Candidates for Welfare Fraud Investigator will be required to pass a an extensive background investigation, physical examination, and psychological evaluation in accordance with applicable law, regulation and/or policy.
- Peace Officer Requirements:
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language in addition to English.
- Independent Travel: Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Note: Incumbents hold peace officer powers pursuant to Section 830.35 of the California Penal Code, however, this is not considered an active law enforcement classification for such personnel administrative matters as retirement, industrial or workers' compensation.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: 6/11/2015
- Date (s) Revised: TBD
- Date(s) Retitled and Previous Titles of the Class: 11/1994; Welfare Fraud Investigator II
- Class Code: 413130