



## Agenda Submittal

**Agenda #:** **Status:** Agenda Ready

**Type:** CSC-Document **Department:** Civil Service Commission

**File #:** CSC 19-0012 **Contact:** Marc Fox, 784-2552

**Agenda date:** 4/10/2019 **Final action:**

**Title:** Amend the Welfare Fraud Investigator class series; Welfare Fraud Investigator (Entry), Welfare Fraud Investigator, and the Welfare Fraud Investigator Supervisor

**Governing body:** Civil Service Commission

**District:**

**Attachments:** 1. Welfare Fraud Investigator Final.pdf, 2. Welfare Fraud Investigator add-delete.pdf, 3. Welfare Fraud Investigator (Entry) add-delete.pdf, 4. Welfare Fraud Investigator (Entry) Final.pdf, 5. Welfare Fraud Investigator - Supervisor add-delete.pdf, 6. Welfare Fraud Investigator - Supervisor final.pdf

| Date | Ver. | Action By | Action | Result |
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### HUMAN RESOURCES' RECOMMENDATION

The Human Resources Department (Human Resources) recommends that the Civil Service Commission amend all three (3) classes in the Welfare Fraud Investigator (WFI) series: Welfare Fraud Investigator (Entry); Welfare Fraud Investigator; and Welfare Fraud Investigator Supervisor.

### SUMMARY

The Special Investigations Bureau (SIB) of Health and Social Services uses the WFI classification series to conduct investigations of cases involving public assistance eligibility. The last revision of the classification series was in June 2015. Human Resources is proposing to amend the classification series to make minor technical changes, amend the minimum qualification requirements, and remove redundancies.

### DISCUSSION

On June 9, 2015, the Civil Service Commission approved the revisions to the WFI series, which amended the responsibilities and position requirements as well as updated the classification titles. The changes requested now will make minor technical changes, amend the minimum qualifications and remove redundant language throughout the classification series.

The following is a summary of the most significant changes:

- Change the educational requirement for all classes in the series to 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.
- Change the experience requirement for the Welfare Fraud Investigator from three (3) years to two (2) years.
- Change the experience requirement of one (1) year of experience as a Solano County Welfare Fraud

Investigator to one (1) year of experience as a Welfare Fraud Investigator.

In addition, the requested changes will offer internal employees better opportunities for career advancement, and external applicants more opportunities for employment with Solano County.

Attached are copies of the current classifications, the add/delete versions, and proposed class specifications.

#### ALTERNATIVES

The Civil Service Commission could elect not to approve the proposed class specification amendments. However, this is not recommended as the Health and Social Services - Special Investigations Bureau agrees that the updates clearly reflect the necessary education and experience and will provide greater flexibility to the County in accomplishing its objectives.

#### OTHER AGENCY INVOLVEMENT

Human Resources worked directly with SIB in revising the class specifications. The WFI Series classes are represented by the Solano County Deputy Sheriff's Association (DSA). On March 13, 2019, the County representatives met with DSA's representatives, and during the meeting, the proposed WFI classification series revisions were discussed, and some changes made. The County concluded the meet and confer process as required under Government Code Section 3500 et al. The designated DSA'S Union representative was provided final draft copy of the revised classification.