

## COUNTY OF SOLANO

### WELFARE FRAUD INVESTIGATOR (SUPERVISING)

Rev. 11/94

#### **DEFINITION**

Under general direction, plans, organizes, supervises and participates in the work of the Welfare Fraud Investigation Unit engaged in conducting investigations of cases involving possible welfare fraud; serves as a member of the department's management/supervisory team.

#### **DISTINGUISHING CHARACTERISTICS**

This single position class is characterized by the responsibility to supervise the work of Welfare Fraud Investigators engaged in investigating cases of suspected welfare fraud. Incumbents serve as a technical resource on legal procedures, civil and criminal investigation methods in the welfare system. This class is distinguished from Welfare Fraud Investigations Manager by the latter's responsibility for the overall management of the Welfare Fraud Investigation Unit.

#### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Plans, organizes and supervises the work of staff engaged in welfare fraud unit investigation and related activity; ensures unit compliance with established policy, procedures and legal requirements; provides technical assistance and advice on difficult clients and cases.
2. Assists Welfare Fraud Investigations Manager in selecting new staff; trains subordinates in interviewing and investigative techniques, policies and procedures and in the use of investigative equipment; evaluates performance of subordinates.
3. Reviews referred cases to determine priority and type of action required; assigns cases; reviews case progress and concerns and recommends action; reviews and approves reports of investigation for sufficiency and documentation and adequacy of charges.
4. Advises departmental personnel in methods of fraud detection and prevention; files complaints, prepares cases and appears in court or in administrative hearings; works with and secures the cooperation of Federal, State and local law enforcement agencies concerned with violations of the Welfare and Institutions and Penal Codes.
5. Supervises the investigation of suspected forgery of official documents; reviews written statements from victims, witnesses and suspects for sufficiency; may obtain handwriting samples and submits for comparison; conducts photo lineup; prepares the more complex cases for prosecution by District Attorney; orders and/or assists in arrests.

**EXAMPLES OF DUTIES (Continued)**

6. Answers inquiries from the public and other agencies; conducts departmental internal investigations and other special projects as assigned.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Considerable welfare fraud experience supplemented by some additional experience or education and training in supervision, investigations, and legal procedures affecting welfare operations and which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Three years of full-time law enforcement experience working primarily in criminal investigations in a government agency, one of which must have been as a Welfare Fraud Investigator II in Solano County or its equivalent in another agency. Thirty (30) semester units from an accredited college or university in criminal justice, police science, administration of justice, criminology or other closely related field may be substituted for six months of the required experience.

**Knowledge/Abilities**

**Considerable knowledge** of the principles, practices and techniques of civil and criminal investigation and investigative report writing; civil and criminal law relating to the Welfare and Institutions and Penal Codes; elements of welfare fraud; evidence needed to substantiate charges of welfare fraud; sources of information used in investigation of welfare fraud; role of fraud investigator within the welfare service delivery system; court and administrative procedures used to prosecute or obtain repayment of grants received through fraud; welfare recipient rights.

**Working knowledge** of the principles and practices of supervision and training; elements of public assistance eligibility criteria.

**Ability to** plan, organize and supervise work of technical staff engaged in conducting fraud investigations; analyze, interpret and maintain currency in laws, regulations and policies relating to public assistance; evaluate the statements of witnesses and suspected violators; review and evaluate investigative reports; understand and apply provisions of laws applicable to fraud, search and seizure, evidence and arrest; analyze situations accurately and take appropriate course of action; project consequences of decisions; deal with potentially hostile people of diverse socio-economic backgrounds; research regulations, procedures and/or technical reference materials; recognize and respect limit of authority and responsibility; maintain confidentiality of information; work effectively with others who have objectives counter to assigned role; understand program objectives in relation to department goals and procedures; secure cooperation and teamwork among professional and/or support staff; organize and prioritize work assignments.

**SPECIAL REQUIREMENTS**

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.

Possession of or ability to obtain a valid Class C California driver's license is required.

Independent travel will be required.

Positions allocated to this class may require bilingual skills.

Positions allocated to this class are required to take a physical examination.

Candidates for Welfare Fraud Investigator (Supervising) will be required to pass a background investigation and psychological evaluation in accordance with applicable law, regulation and/or policy.

Incumbents in this class must meet training requirements in accordance with Penal Code, Section 832 which includes the successful completion of a P.O.S.T. approved firearms training program and continuing on-the-job weapons familiarization and qualification and situational training and demonstrated proficiency in the use of firearms.

**SUPPLEMENTAL INFORMATION**

Incumbents may be expected to work outside of normal office hours.

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 disability or workers' compensation.