

COUNTY OF SOLANO

WELFARE FRAUD INVESTIGATOR I

Rev. 11/94

DEFINITION

Under direction, conducts routine investigations to verify eligibility for Public Assistance and reports of warrant loss, theft and forgery; may in a training capacity, participate in and conduct more complex welfare fraud investigations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for confirming General Assistance eligibility and determining non-receipt of warrants. This class is distinguished from Welfare Fraud Investigator II by the latter's regular and continuing responsibility to conduct independent Fraud Investigations, presenting findings for case disposition through administrative and/or formal legal channels.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Reviews applications for General Assistance and Job Search reports to determine the information to be verified including possible income resources, assets, number of dependents, residency and living arrangements; and employment contacts.
2. Conducts field investigations which may include limited surveillance activity to verify information provided for determination of initial and continuing program eligibility; interviews client, landlord/property managers, neighbors and employees; obtains signed statements, as needed, to document information.
3. Reviews records and documents maintained by financial institutions, utilities and governmental agencies to determine financial resources of household; collects records and documents as evidence.
4. Prepares written reports on findings of investigations for unit and department use in event of possible prosecution for the District Attorney's Office; may appear in court or administrative hearings as needed.
5. Investigates reports of warrant forgery; interviews complainant, researches signatures; secures forgery affidavit; may conduct photo lineup; prepares case for possible prosecution by the District Attorney's Office; may be assigned to assist with welfare fraud investigations.

EXAMPLES OF DUTIES (Continued)

6. Informs Public Assistance recipients and others contacted in course of work of departmental procedures and possible consequences of fraudulent activity or failure to comply with recipient responsibilities.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education, training and experience which demonstrates possession of and competency in the requisite knowledge and abilities. Typical qualifying education and experience would be:

One year of full-time paid investigative experience in law enforcement or a similar area of employment locating, observing, and interviewing suspects and witness and preparing reports of findings. 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

Working knowledge of methods and techniques of investigation including research of financial records and employment history; interviewing and interrogation techniques; investigative reports; writing techniques; gathering and presentation of evidence; laws relating to forgery and theft of warrants; courtroom procedures and testimony; laws of search and seizure.

Ability to work independently with minimum supervision; organize and prioritize work assignments; collect and analyze data to draw logical conclusions from a variety of official and unofficial sources; prepare investigative reports; maintain confidentiality of information; recognize and respect limit of authority and responsibility; maintain accurate records and document actions taken; read maps; determine the appropriate course of action in emergency or stressful situations; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; and comply with laws, regulations and professional practices.

SPECIAL REQUIREMENTS

Positions allocated to this class may require bilingual skills.

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

SPECIAL REQUIREMENTS (Continued)

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

Independent travel may be required.

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.

Candidates for Welfare Fraud Investigator I 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 prior to appointment. In addition, continuing on-the-job weapons familiarization and qualification and situational training and demonstrated proficiency in the use of firearms is required.

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 or workers' compensation.