

RESOLUTION NO. 12-7827

RESOLUTION TO AMEND THE JOB DESCRIPTIONS OF WELFARE FRAUD INVESTIGATOR I AND II

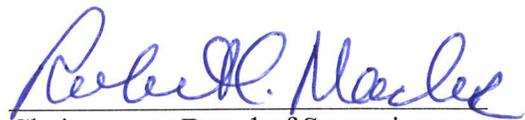
WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and
WHEREAS, the job descriptions of Welfare Fraud Investigator I and II has not been updated since November of 1995; and
WHEREAS, a review of the job descriptions of Welfare Fraud Investigator I and II, has been conducted by the Human Resources Director, Gayla Trumbo, and the Director of Social Services, Elliott Smart; and
WHEREAS, there is a need to amend the job description to identify that the Welfare Fraud Investigator I or II is to report to the Program Manager/AFDC/GAIN; and
WHEREAS, it is also necessary to add language notifying the Welfare Fraud Investigator I and II that they are designated as Disaster Service Workers; and
WHEREAS, Operating Engineers Local #3 Representative, Mr. Gregory Ramirez, has reviewed the proposed amended job descriptions for the Welfare Fraud Investigator I and II, and has notified the Human Resources Director, that the Union has no objection.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The job descriptions of Welfare Fraud Investigator I and Welfare Fraud Investigator II are hereby amended as recommended by the Human Resources Director.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 6th day of November, 2012, by the following vote:

AYES: Supervisors SWOFFORD, THRALL, KENNEDY, SIMPSON, MEACHER
NOES: Supervisors NONE
ABSENT: Supervisors NONE


Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

WELFARE FRAUD INVESTIGATOR I

DEFINITION

Under direction, to conduct investigations relating to suspected fraudulent receipt of aid; to locate and interview persons; to obtain and present facts and evidence to support administrative action or prosecution; to negotiate for and secure repayment of funds fraudulently obtained; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/trainee level class in the Welfare Fraud Investigator series. Incumbents perform routine in-house case investigations, field investigations, report writings, and fraud prosecutions in accordance with specific instructions and clearly defined guidelines. Incumbents are normally promoted to the Welfare Fraud Investigator II after completion of the on-the-job training. Positions with duties of the least complex, routine and repetitive nature may be permanently allocated at the I level.

REPORTS TO

~~Social Services Director/Public Guardian/Public Conservator.~~

Program Manager/AFDC/GAIN

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

WELFARE FRAUD INVESTIGATOR I - 2

EXAMPLES OF DUTIES

Makes investigations of suspected fraudulent receipt of aid; locates and interviews suspected persons, absent parents, and witnesses; analyzes and evaluates witnesses' testimony; examines a variety of records to secure information concerning suspected violations; contacts and interviews individuals and representatives of business or governmental organizations; gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action; interprets and explains the provisions of laws, rules or regulations related to the purpose of investigations; makes arrangements for the repayment of funds fraudulently obtained and follows-up to enforce actions for collection of such funds; may serve as a liaison between the Social Services Department, the District Attorney, and the County Counsel; prepares correspondence and reports; may have lead responsibilities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

WELFARE FRAUD INVESTIGATOR I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Interviewing techniques.
- Report writing and record keeping.
- Criminal investigation techniques and procedures.

Ability to:

- Communicate complex information, both orally and in writing, in a manner that is understandable to others.
- Interview, analyze, and evaluate the statements of witnesses or persons suspected of violations.
- Interpret and apply appropriate provisions of the welfare laws, search and seizure laws, and the legal rights of citizens.
- Write clear and accurate correspondence and reports.
- Perform arithmetical calculations.
- Analyze situations accurately.
- Maintain the confidentiality of case records.
- Deal effectively with citizens and public officials under conditions requiring tact and good judgment.
- Establish and maintain cooperative working relationships.

WELFARE FRAUD INVESTIGATOR I - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience interviewing and independently determining eligibility for public or private social services, medical services, loans, or related programs.

OR

Successful completion of a minimum of six (6) semester units of college level course work in criminal investigation techniques and legal aspects of evidence.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

WELFARE FRAUD INVESTIGATOR II

DEFINITION

Under direction, to conduct investigations relating to suspected fraudulent receipt of aid; to locate and interview persons; to obtain and present facts and evidence to support administrative action or prosecution; to negotiate for and secure repayment of funds fraudulently obtained; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Welfare Fraud Investigator series. Incumbents work with considerable independence in performance of the full range of fraud investigations. This class is distinguished from Welfare Fraud Investigator I by the performance of a broader range of responsibilities on a more independent basis and requiring P.O.S.T. certification by incumbents. This class has Peace Officer status.

REPORTS TO

~~Social Services Director/Public Guardian/Public Conservator.~~

Program Manager/AFDC/GAIN

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

WELFARE FRAUD INVESTIGATOR II- 2

EXAMPLES OF DUTIES

Makes investigations of suspected fraudulent receipt of aid; locates and interviews suspected persons, absent parents, and witnesses; analyzes and evaluates witnesses' testimony; examines a variety of records to secure information concerning suspected violations; contacts and interviews individuals and representatives of business or governmental organizations; gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action; interprets and explains the provisions of laws, rules or regulations related to the purpose of the investigations; makes arrangements for the repayment of funds fraudulently obtained and follows-up to enforce actions for collection of such funds; may serve as a liaison between the Social Service Department, the District Attorney, and the County Counsel Office; presents testimony in court; prepares correspondence and reports; may have lead responsibilities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

WELFARE FRAUD INVESTIGATOR II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Interviewing techniques.
- Report writing and record keeping.
- Criminal investigation techniques and procedures.
- Laws and court decisions related to arrests.
- Use and care of firearms.
- Appropriate methods of surveillance; skip tracing methods, and other sources of information used in locating persons or obtaining facts.
- Principles of identification, preservation, and presentation of evidence.
- The legal rights of citizens.

Ability to:

- Communicate complex information, both orally and in writing, in a manner that is understandable to others.
- Interview, analyze, and evaluate the statements of witnesses or persons suspected of violations.
- Interpret and apply provisions of the welfare laws, search and seizure laws, and the legal rights of citizens.
- Write clear and accurate correspondence and reports.
- Testify in court.
- Perform arithmetical calculations.
- Analyze situations accurately.
- Demonstrate technical and tactical proficiency in the use of firearms.
- Maintain the confidentiality of case records.
- Gather and document information and evidence by observation, record examination, and interview.
- Deal effectively with citizens and public officials under conditions requiring tact and good judgment.
- Establish and maintain cooperative working relationships.

WELFARE FRAUD INVESTIGATOR II - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience comparable to Welfare Fraud Investigator I in conducting investigations which included locating, observing and interviewing suspected persons and witnesses, writing detailed case reports, and preparing or presenting evidence or information in court.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

Possession of a valid Basic Certificate issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

An incumbent must maintain current firearms training.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.