



ANNOUNCEMENT FOR OPEN TESTING
Supervising Fraud Investigator I
Final Filing Date: **January 28, 2016**
Bulletin Release Date: December 31, 2015

VJ92 -8065 5HA52

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://jobs.ca.gov/Profile/StateApplication>, and may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 552-8351
Selection and Certification Unit
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1300
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **January 28, 2016**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during February/March 2016, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$5613 - \$7325 per month.

POSITION DESCRIPTION: Incumbents in this class function as a working supervisor directing a team of three or more investigators working in the field and/or representatives of other law enforcement agencies; or assisting the Supervising Fraud Investigator II, Department of Health Services, in planning the regional Medi-Cal investigation program and to act for the Supervising Fraud Investigator II, Department of Health Services, in his/her absence. Incumbents can work closely with other law enforcement and regulatory agencies both to coordinate their respective investigative efforts on given cases and to provide high-level technical advice and training in investigation and enforcement activities. Positions exist with the Department of Health Care Services in San Diego, Commerce, Sacramento, West Covina, Rancho Cucamonga, and Fresno.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **January 28, 2016**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Two years of experience performing investigative duties in the California state service in a class with a level of responsibility not less than that of an Investigator, Range C.

Or II

Experience: Three years of experience as a peace officer in an investigative assignment performing criminal investigations including or supplemented by one year of supervisory experience. And

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, or criminology. Evidence of satisfactory completion of courses in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

MINIMUM AGE REQUIREMENT: 18 at time of appointment.

SPECIAL PERSONAL QUALIFICATIONS: Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory of names, faces, places, and incidents; emotional stability; tact; willingness to associate with criminally inclined persons and environments in performance of duties; satisfactory record as a law-abiding citizen; possession of a valid driver license; willingness to use all appropriate means, including deadly force; to carry peace officer duties; ability to work under stress and adverse conditions; exercise good judgment; demonstrate good work habits; and satisfactory completion, as a condition of probation, of all training prescribed by POST.

PEACE OFFICER STANDARDS:

Felony Disqualifications: Existing law provides that persons convicted of a felony or other states equivalent are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class. In addition, use of hard drugs (e.g., heroin, cocaine, or hallucinogens) at any time as an adult constitutes basis for disqualifications from peace officer examinations.

Firearm Conviction Disqualification: Anyone who is restricted for employment –related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws, is ineligible for appointment to any position in these classifications.

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien pursuant to Government Code Section 1031 (a).

Background Investigation: Pursuant to Government Code Section 1031 (a) and 8880.38, all persons successful in examinations for this class will be required to undergo a thorough background investigation prior to appointment.

Post Training Requirements: Under Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

Psychological Screening: Government Code Section 1031(f) and POST Regulation 1002(a) (7) require psychological screening of applicants for peace officer classifications.

Medical Requirements: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine he or she can perform the essential functions of the job safely and effectively.

Special Physical Characteristics: Good health, emotional maturity, and stability; sound physical condition; freedom from any physical, mental, or emotional or limitation that would interfere with the full performance duties of positions in these classes; effective use of both essential duties of positions of the essential in these classes; effective use of both hands; strength; endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or corrected to normal; and weight proportional to age and height.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Various federal, state, departmental, branch policies and procedures related to Medi-Cal fraud in order to function uniformly and within acceptable investigation standards
2. Law enforcement protocol, policies and practices to ensure effective interaction with the law enforcement community
3. Civil and criminal investigation techniques, interview and interrogation processes and procedures in order to train and supervise staff
4. General training techniques and methods, as applied to police officer functions
5. Laws of arrest, and search and seizure to ensure staff comply with legal requirements
6. Advanced peace officer training techniques to enhance staff's knowledge and skills
7. Effective supervision techniques including various management styles, mentoring, providing training opportunities and goal setting to develop staff that can produce the best possible work product
8. Provisions of the applicable collective bargaining contracts and related issues to ensure compliance with current labor agreements
9. Equal opportunity laws, as applied in hiring and employee development and promotion, for the purpose of maintaining a work environment that is free of discrimination and harassment
10. Personnel procedures, such as attendance, hiring procedures, employee performance and workers' compensation to function uniformly and within acceptable standards
11. The progressive discipline process to maintain acceptable standards of conduct and performance
12. The appropriate care and maintenance of state issued firearm to comply with department and post standards

Ability to:

1. Proficiently use and maintain firearms and non-lethal force to comply with peace officer standards and departmental policy
2. Plan difficult and complex civil and criminal investigations, monitor the implementation of the investigative plan and ensure timely progress to achieve program goals and objectives
3. Make effective use of computerized data (maintained by the State and fiscal intermediaries) and discern patterns of fraud
4. Apply laws to specific situations, gather relevant facts and evidence to substantiate or disprove allegations of fraud
5. Effectively supervise the work of a group of Investigators, other law enforcement personnel, and support staff
6. Adhere to equal opportunity employment guidelines and maintain a work environment that is free of discrimination and harassment
7. Prepare and review a variety of reports, correspondence, personnel documents, complaints and data to ensure the proper course of action
8. Use surveillance equipment and actively participate in extended surveillance, interviews and interrogations
9. Operate a state issued vehicle in normal and adverse conditions/situations
10. Handle multiple issues simultaneously by evaluating, prioritizing, responding and/or delegating, if appropriate, to facilitate day to day operations

Skill to:

1. Use various computer equipment and programs to write reports and extract data for efficient job performance
2. Understand written sentences and paragraphs in work related documents to effectively communicate
3. Identify problems and review related information to develop and evaluate options and implement solutions
4. Logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
5. Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
6. Work independently with limited supervision when necessary
7. Analyze information and use logic to address work-related issues and problems
8. Communicate effectively, in person, by telephone, or by email
9. Write clear and concise statements for a variety of audiences
10. Adapt and adjust plans and schedules to meet changing priorities
11. Accurately proofread documents with a high level of attention to detail
12. Operate a variety of office machines (e.g., computers, printers, copiers) in order to complete work efficiently and effectively
13. Effectively communicate verbally and in writing, with all levels of peers and management in order to maintain a cohesive and productive environment

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Effective January 1, 2014, veterans' preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open, competitive examination.
3. Veterans' preference is not granted once a person achieves permanent civil service status.

Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the California Department of Human Resources or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379