



ANNOUNCEMENT FOR OPEN TESTING
Supervising Fraud Investigator II, Department of Health Services
 Final Filing Date: **January 13, 2021**
 Bulletin Release Date: **December 14, 2020**
 VJ90 – 8066 1HA01

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 <https://jobs.ca.gov/pdf/STD678.pdf>, and may be filed in person or by mail with:

By Mail:
 DEPARTMENT OF HEALTH CARE SERVICES
 Human Resources Branch
 Selection & Certification Section
 P.O. BOX 997411, MS 1300
 Sacramento, CA 95899-7411

In Person:
 DEPARTMENT OF HEALTH CARE SERVICES
 Human Resources Branch
 Selection & Certification Section
 1501 Capitol Avenue, Suite 71.1501
 Sacramento, CA 95814

Phone Number: (916) 345-7237

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

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **January 13, 2021**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted. **Note:** Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

SALARY RANGE: \$8,024 - \$10,451 per month.

POSITION DESCRIPTION: Supervising Fraud Investigator II incumbents function as the manager responsible for planning, organizing, and directing the law enforcement programs in a designated geographical area of the State. Incumbents have full fiscal responsibility relative to the budget; oversee the implementation of a training program for local and federal law enforcement agencies in their region; and may assist in administering a specialized program or project within the Investigations Branch.

Positions exist with the Department of Health Care Services in: **Sacramento, San Diego, and Los Angeles.**

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 13, 2021** 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, number of 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 a Supervising Fraud Investigator I, Department of Health Services.

Or II

Experience: Five years of increasingly responsible experience as a peace officer in an investigative assignment performing criminal investigations, at least two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class at a level of responsibility not less than that of a Supervising Fraud Investigator I, Department of Health Services.) **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: Eighteen (18) at time of appointment.

PEACE OFFICER STANDARDS:

Felony Disqualification: Existing law provides that persons convicted of a felony 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 disqualification 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 peace officer 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 limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility necessary to cope with the demands of the job; normal hearing and normal vision or corrected to normal; and weight proportional to age and height.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of Training and Experience (T&E), weighted 100%. No written test is required and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a Training and Experience examination.

The examination will be sent to the email address listed on your application. Please ensure the email address on your application is correct. Candidates are responsible for regularly checking their emails, including SPAM/Junk folders, to ensure receipt of the examination, which will be sent via SurveyMonkey.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and experience over and above that which is required, under "Minimum Qualifications."

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.

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

Knowledge of:

1. The definition of Lethal and Less-Than-Lethal force and understanding of when the deployment of such force is needed by Investigators in their duties as peace officers
2. Appropriate corrective action(s) and progressive disciplinary techniques to provide effective and appropriate monitoring, coaching, and counseling of subordinate employees
3. Applicable California Penal Code statutes in order to perform and/or oversee investigative

- duties as established for peace officers in the state
4. The planning, development, and directing of statewide investigative operations, staff training, and implementation of programs to assist management, and/or outside agencies
 5. Methods involved in administering specialized investigative and enforcement programs to make critical decisions
 6. Information relevant to the investigation and enforcement of agency, local, and federal laws, rules, and regulations regarding the Medi-Cal program in order to have intelligent exchanges with multi-jurisdictional agencies to identify the latest fraud trends impacting government programs
 7. Administrative practices to facilitate and assist in the development and implementation of applicable policies, programs, and directives

Skill to:

1. Establish and maintain cooperative working relationships with subordinate staff, superiors, and peers to enhance work production
2. Prepare clear, concise, and accurate reports, correspondence, position papers, electronic presentations, and other job-related documents for a variety of audiences
3. Interact tactfully and effectively with disgruntled individuals in the course of completing work assignments and handling public inquiries, in person or by telephone, for the purpose of conflict resolution
4. Effectively communicate in writing to peers, subordinates, and superiors regarding potential issues
5. Analyze situations accurately to determine and implement appropriate courses of action
6. Adapt leadership and management style and actions to a variety of situations to accomplish goals and objectives
7. Perform other duties, criminal or administrative, as assigned, including work in designated functional areas to cover absences
8. Effectively express facts and ideas in individual and group settings to convey branch goals and objectives
9. Implement new policies, procedures, and programs to ensure appropriate and effective operations
10. Plan and design methods and means of monitoring and improving employee performance to ensure and enhance employee productivity and the equitable distribution of work
11. Plan for the efficient use of staff and resources to complete assigned work and special projects
12. Empower subordinates by soliciting staff input on decisions and actions for the overall benefit of those involved
13. Support awareness of, and sensitivity to, cultural differences by providing training and leading by example

Ability to:

1. Successfully participate in firearms qualification standards, its related training, and physically active training to meet mandated certification requirements through the California Commission on Peace Officer Standards and Training (POST)
2. Assess reports and documents to determine appropriate courses of action in investigating sensitive cases, including internal complaints, in order to maintain program integrity
3. Review and assess work progress and workload requirements to meet goals and objectives in a timely manner, or for potential redistribution of resources
4. Act as a liaison with related law enforcement and allied agencies as directed
5. Represent the agency before federal, state, municipal law enforcement, and prosecuting agencies, as well as Health and Human Services agencies, in order to foster effective working

- relationships
6. Be flexible to changes in priorities, work assignments, and other interruptions that may impact pre-determined courses of action toward completing or progressing on work tasks
 7. Plan, organize, implement, and coordinate investigations, and other related activities in assigned jurisdiction
 8. Delegate duties to incumbents for implementation
 9. Frequently sit, stand, and walk as required to effectively carry out the duties of the position
 10. Set a positive example for employees by adhering to the law enforcement code of ethics, and to agency standards

Personal Characteristics:

1. Carry a firearm and be proficient in the use of firearms
2. Refrain from making statements or taking actions that are knowingly false, deceptive, or fraudulent, to maintain a high degree of honesty and personal integrity at all times
3. Remain calm under pressure and retain composure to function in the face of anxiety-provoking circumstances
4. Maintain discretion in the handling of sensitive or confidential information
5. Operate with transparency and accept responsibility for one's own actions for personal responsibility in achieving desired results
6. Uphold a strong work ethic, as required by the demands and intense nature of the job, to ensure quality execution of duties
7. Use logic and exercise good judgment in problem identification
8. Demonstrate open-mindedness, in addition to tact and trustworthiness, in all work situations and with all individuals, in order to demonstrate understanding and respect for the opinions of others
9. Foster teamwork by providing assistance and guidance to new employees
10. Maintain attention to detail to ensure that all work produced is thorough, complete, and error-free
11. Maintain a professional appearance appropriate to assigned duties and responsibilities, to comply with the appointing authority
12. Maintain a high degree of patience and perseverance in order to interact effectively with staff and others
13. Maintain a willingness to associate with criminally inclined persons and environments
14. Travel, as needed, with overnight stays throughout one's region and jurisdictional area of the State using private or public transportation

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 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 list 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 (Form STD. 1093), which is available from the California Department of Human Resources or the Department shown on this bulletin.

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