

Solano County

*675 Texas Street
Fairfield, California 94533
www.solanocounty.com*



Agenda - Final

Thursday, June 11, 2015

5:00 PM

Special Meeting

Solano County Board of Supervisors Chambers

Civil Service Commission

SOLANO COUNTY CIVIL SERVICE COMMISSION

*Special Meeting
June 11, 2015
Thursday - 5:00 p.m.
Board of Supervisors Chambers*

TO THE PUBLIC

In compliance with the Americans with Disabilities Act (ADA of 1990), the County will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation such as interpreters or materials in alternative format, please contact Antoinette Rasmussen at 707-784-6180.

If you wish to address the Commission on a matter not listed on the Agenda, you may do so under Items from the Public. The subject matter must be within the jurisdiction of the Commission.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Recording Secretary of the Commission before the Commission considers the specific item. Cards are available on the podium in the Board Chambers.

Please limit your comments to five minutes.

For items not listed on the Agenda, please see Item #3, Items from the Public.

1. Call to Order/Roll Call
2. Pledge Of Allegiance
3. Items from the Public

This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.
4. Approval of Minutes of the Commission
5. Communications
6. Information Items (No Action Required by Commissions)
7. Additions to, or deletions from, the Agenda
8. Approval of the Agenda

SCHEDULED CALENDAR

(All items under Scheduled Calendar require Commission Action)

[CSC 15-0032](#) Approve the minutes of Commission meeting of April 8, 2015

Attachments: [4-8-15 Minutes](#)

[CSC 15-0026](#) Informational update on the Hearing Officer-led hearing on an allegation of workplace discrimination ("Employee M").

[CSC 15-0031](#) Informational update on the Hearing Officer-led hearing on an allegation of workplace discrimination ("Employee Y").

[CSC 15-0029](#) Consider Revisions to Civil Service Rule Sections 9.03 and 9.04 - Disciplinary Action and Appeals

Attachments: [A - 2015 Discipline Appeal Change](#)

[CSC 15-0030](#) Request to Revise the Welfare Fraud Investigator (WFI) Class Series: WFI I, WFI II; and WFI - Supervisor

Attachments: [A - Welfare Fraud Investigator I Current](#)

[B - Welfare Fraud Investigator I Add/Delete](#)

[C - Proposed Revised Class Specification Welfare Fraud Investigator \(Entry\)](#)

[D - Welfare Fraud Investigator II Current](#)

[E - Welfare Fraud Investigator II Add/Delete](#)

[F - Proposed Revised Class Specification Welfare Fraud Investigator](#)

[G - Welfare Fraud Investigator Supervisor Current](#)

[H - Welfare Fraud Investigator Supervisor Add/Delete](#)

[I - Proposed Revised Class Specification Welfare Fraud Investigator Supervisor](#)

MISCELLANEOUS ITEMS

9. Commission/Staff Comments

Adjourn

To the Civil Service Commission meeting of September 9, 2015 at 6:30 P.M., Board Chambers, 675 Texas Street, Fairfield, CA



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 15-0032 **Contact:**
Agenda date: 6/11/2015 **Final action:**
Title: Approve the minutes of Commission meeting of April 8, 2015

Governing body:

District: All

Attachments: [4-8-15 Minutes](#)

Date	Ver.	Action By	Action	Result
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**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Wednesday, April 8, 2015
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1. Call to Order/Roll Call

President Neal called the meeting to order at 6:30 p.m. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Booe, Commissioner Riley, and Commissioner Burton. Commissioner Tedford was absent. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; JoAnn Parker, Deputy County Counsel; and Antoinette Rasmussen, Recording Secretary.

2. Pledge of Allegiance

3. Items from the Public

4. Approval of the Minutes of the Commission Meeting of March 11, 2015

A motion to approve the minutes of the March 11, 2015 was made by Commissioner Booe with a second by Commissioner Riley. The motion to approve the minutes carried 4/0.

5. Communications

There were no communication items.

6. Information Items (No Action Required by Commission)

There were no information items.

7. Additions to, or deletions from, the Agenda

There were no additions to or deletions from the Agenda.

8. Approval of the Agenda

A motion was made to approve the agenda by Commissioner Riley with a second by Commissioner Booe. The motion to approve the agenda carried 4/0.

SCHEDULED CALENDAR

CSC 15-0025: Affirm the decision of the Director of Human Resources that the petition for modification of representation unit for Unit 19, Executive and Senior Management is appropriate.

Director of Human Resources Marc Fox received a petition for modification of representation for Unit 19, Executive and Senior management in October 2014, which is within the appropriate timelines for the County's Employer Employee Rules and Regulations to add the classification of Deputy Compliance and Quality Assurance Manager. Mr. Fox stated that through discussion with union representatives he found that the petition was timely submitted and that it is appropriate for this classification to be represented by Unit 19. Mr. Fox further explained that the final step is for the Civil Service Commission to make the bargaining unit modification determination. Mr. Fox stated that it is the staff recommendation that the Commission affirm Mr. Fox's decision. Commissioner Riley asked Mr. Fox if these are new positions that currently not represented. Mr. Fox responded that this classification is somewhat new; the incumbent employee was in a prior classification when this function was housed within Human Resources. Mr. Fox explained that the function of compliance was moved into the Health and Social Services Department and the unit was restructured in terms of defined classifications. Mr. Fox stated that an employee then made the request to be represented. Commissioner Riley asked if this employee was represented prior to this. Mr. Fox responded no.

A motion to approve the request to affirm the decision of the Director of Human Resources that the petition for representation unit modification for Unit 19, Executive and Senior Management is appropriate was made by Commissioner Booe with a second by Commissioner Burton. The motion carried 4/0.

CSC 15-0023: Request for Civil Service Commission Hearing on an allegation of workplace discrimination and consider the appointment of a Hearing Officer.

Director of Human Resources Marc Fox explained that this item and the next are nearly identical in nature but they are two different employees. Mr. Fox stated the first employee is being referenced to as employee M for ease of the discussion. Mr. Fox stated that in March of 2015 the employee alleged that she was released from probation based on discrimination. Mr. Fox stated that in accordance with the Civil Service Rules, and through the employee's union representative and union attorney, the employee has requested a hearing from the Civil Service Commission. Mr. Fox stated that the union attorney has requested that the Commission, in accordance with the discretion provided under the rules, appoint a hearing officer to hear the matter. Mr. Fox stated that the hearing officer does not make the decision; the decision is still vested and held by the Commission. Mr. Fox stated that if you replace the word hearing officer with fact finder you essentially get the same concept. Mr. Fox stated, as the minutes reflect, in September of 2004 and in April of 2012 the Commission delegated the use of a hearing officer. In March of 2013 Mr. Fox and the Commission Attorney recommended the use of a hearing officer because employment discrimination cases, employment law, and discrimination laws can be very complicated. Mr. Fox

stated that his recommendation, in accordance with the Civil Service Rules, is that the Commission delegates this matter to a hearing officer. Mr. Fox further recommended that the Commission provide a fifteen day calendar period, starting tomorrow, so that the two sides can mutually agree on a hearing officer. In the event that they do not mutually agree, Mr. Fox will provide three names, and then by toss of a coin the two sides will take turns eliminating a name. The remaining name will be the hearing officer.

Commissioner Booe asked Mr. Fox how many discrimination cases have there been since 2004? Mr. Fox responded that there have only been 3 or 4 in which an employee has made a petition to the Commission. Mr. Fox stated that most discrimination cases go to the County's Equal Employment Opportunity Officer. In both this case and the next, there is a current complaint filed with the Equal Employment Opportunity Officer.

Commissioner Burton asked if the hearing officer provides the facts. Mr. Fox responded yes, the hearing officer provides the facts; both parties make their case and then the Commission makes the decision.

Commissioner Riley asked for clarity on the request. Commissioner Riley stated that according to the staff report, the employee is requesting a Civil Service Commission hearing and the employee's representative is requesting that a hearing officer conduct a hearing. Mr. Fox responded no, the first step is to request the hearing before the Commission and essentially concurrent with that, the employee's union attorney has asked that the Commission assign the matter to the hearing officer process. Commissioner Riley then referred to Civil Service rule 1.031 Section 2 states that "filing a complaint of alleged discrimination is to request conciliation through the Affirmative Action Officer," yet that title no longer exists. Commissioner Riley asked if that is something that needs to be changed. Mr. Fox responded yes, the Equal Employment Opportunity Officer now works in that capacity.

A motion to approve the request for Civil Service Commission hearing on an allegation of workplace discrimination and consider the appointment of a hearing officer was made by Commissioner Burton with a second by Commissioner Booe. The motion carried 4/0.

Mr. Fox asked to clarify that included in the motion that the parties have twenty days, not fifteen as stated previously, to mutually select a hearing officer in accordance with the qualifications set in the Civil Service Rules and that if an agreement is not made Mr. Fox will provide three names and through a random toss of a coin the parties will strike through the names. Deputy Counsel JoAnn Parker stated that an amendment to the motion needs to be made.

A motion to approve in full the staff recommendation was made by Commissioner Burton with a second by Commissioner Booe. The motion carried 4/0.

CSC 15-0024: Request for Civil Service Commission Hearing on an allegation of workplace discrimination and consider the appointment of a Hearing Officer.

Commissioner Booe asked if we have hearing officers that are regularly used by the County. Mr. Fox responded no, during the next twenty days he will find three.

A motion to approve the request for Civil Service Commission Hearing on an allegation of workplace discrimination and consider the appointment of a Hearing Officer, including the twenty

day requirement was made by Commissioner Riley with a second by Commissioner Booe. The motion carried 4/0.

9. Commission/Staff Comments

Commissioner Riley thanked Ms. Parker for clarifying things in regards to communities of interests. Commissioner Riley is concerned that County employees are not getting the proper representation. Ms. Parker stated that this is not the avenue to address that. Ms. Parker stated that those concerns could be discussed during labor negotiations or through the Board of Supervisors. Commissioner Riley then asked if he missed his opportunity to address this. Ms. Parker responded that the opinion that she gave would have to apply to all departments, and not just the Sheriff's Office.

Commissioner Neal stated that the Commission has the right to express concern on this matter and that their discussion gets other people looking at things, even though it's not within their purview.

Mr. Fox stated that what he took away from that hearing is that the employee's concern is that the County's legal representation is not enough.

Commissioner Booe stated that this is also a concern of hers and that this is something that would be better to get in front of before something serious happens. Ms. Parker responded that each Commissioner was appointed by a Board member; if a Commissioner has these concerns then they should discuss it with their appointee.

SEIU 1021 Field Representative Stephen Cutty stated that he believes that when there is an officer involved shooting, SEIU has an attorney on retainer to respond within one hour of notification.

Commissioner Neal stated that the agenda needed to be amended as the minutes were listed twice, once as item four and once on the scheduled calendar. Mr. Fox responded that item four shows the minutes as a heading that relates to the scheduled calendar. Mr. Fox stated that the verbiage on item four will be edited to say Approval of minutes of the Commission.

10. Adjourn

President Neal adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Marc A. Fox
Director of Human Resources

On May 4, 2015, the Director of Human Resources provided the parties the list of three potential hearing officers. The parties notified the Director of Human Resources on May 12, 2015 of the hearing officer's selection. The Director of Human Resources confirmed with the hearing officer her continued availability and the Director initiated the contract.

This staff report was prepared on June 2 and, as of this date, the hearing officer provided suggested hearing date(s), but the parties had not yet selected such hearing date(s). The Director of Human Resources will provide an oral update during the Commission's meeting.

ALTERNATIVES:

Not applicable.

OTHER AGENCY INVOLVEMENT:

None.

On May 4, 2015, the Director of Human Resources provided the parties the list of three potential hearing officers. The parties notified the Director of Human Resources on May 12, 2015 of the hearing officer's selection. The Director of Human Resources confirmed with the hearing officer her continued availability and the Director initiated the contract.

This staff report was prepared on June 2 and, as of this date, the hearing officer provided suggested hearing date(s), but the parties have not selected such hearing date(s). The Director of Human Resources will provide an oral update during the Commission's meeting.

ALTERNATIVES:

Not applicable.

OTHER AGENCY INVOLVEMENT:

None.



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 15-0029 **Contact:** Marc Fox, 784-2552
Agenda date: 6/11/2015 **Final action:**
Title: Consider Revisions to Civil Service Rule Sections 9.03 and 9.04 - Disciplinary Action and Appeals
Governing body: Civil Service Commission
District: All
Attachments: [A - 2015 Discipline Appeal Change](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Civil Service Commission modify Sections 9.03 Disciplinary Action and 9.04 Appeals, to standardize the number of days the employee is to receive the written notice of proposed discipline prior to the effective date of the disciplinary action and to appeal a disciplinary action with that found in the Memoranda of Understanding.

SUMMARY:

The majority of Solano County's workforce is unionized and as such, the County has negotiated with the exclusive representatives of the various bargaining units, a Memorandum of Understanding (MOU) which outlines the wages, hours and terms and conditions of employment. Contained within the MOU provisions are timelines by which an employee may appeal a disciplinary action. The specified timelines are ten (10) calendar days' notice prior to the effective date of the action and ten (10) calendar days' notice to appeal the discipline.

The MOU's provide more time than the Civil Service Rules provide for an employee to meet or appeal any proposed discipline. The recommended action is to add 3 days to the Civil Service Rules, thus standardizing the language between the Civil Service Rules and the MOU.

DISCUSSION:

Civil Service Rule 9.03E Disciplinary Action provides that at the time written notice is served to the employee, it must contain "a statement advising the employee of the right to appeal to the County Civil Service Commission and the time within which the appeal must be made." Further 9.03 states, "Such written notice shall be served on the employee at least seven (7) calendar days prior to the effective date of any disciplinary action against an employee, and shall be filed with the Director of Personnel."

The County is recommending this be modified to state:

"Such written notice shall be served on the employee at least ten (10) calendar days prior to the effective date of any disciplinary action against an employee, and shall be filed with the Director of Personnel."

Further, Section 9.04 A, Appeals Prior to the effective Date of the Action, that:

“An employee is entitled to seven (7) calendar days within which to respond to the written disciplinary order. This seven (7) calendar day response period begins the day following the date of service of the written order. If the notice is personal served on the employee, the effective date of service is the day that it is given to the employee. If service on the employee is made through the mail, service is effective on the date of mailing as determined by the postmark.”

The County is recommending this be modified to say, “An employee is entitled to ten (10) calendar days within which to respond to the written disciplinary order. This ten (10) calendar day response period begins the day following the date of service of the written order. If the notice is personal served on the employee, the effective date of service is the day that it is given to the employee. If service on the employee is made through the mail, service is effective on the date of mailing as determined by the postmark.”

ALTERNATIVES:

The Commission could choose not make this change. Employees who are represented will continue to get the rights afforded to them by their respective MOU and the County will continue to apply the Civil Services Rules as applicable.

OTHER AGENCY INVOLVEMENT:

Not applicable.

Proposed Revision:

9.03 Disciplinary Action

Disciplinary action is taken by an appointing authority under provisions of Civil Service Ordinance 649. (Revised 9/30/14) Any disciplinary action taken shall be by written order specifying:

- A. A description of the action taken and its effective date or dates;
- B. a clear and concise statement of the reasons for such action, including the acts or omissions on which the disciplinary action is based;
- C. a statement that a copy of the materials upon which the action is based are attached or available for inspection by the employee or by the employee's representative;
- D. a statement advising the employee of the right to respond either verbally or in writing to the appointing authority proposing the action prior to its effective date, including the time within which such response must be made and;
- E. a statement advising the employee of the right to appeal to the County Civil Service Commission and the time within which the appeal must be made.

Such written notice shall be served on the employee at least ~~seven (7)~~ ten (10) calendar days prior to the effective date of any disciplinary action against an employee, and shall be filed with the Human Resources Director ~~of Personnel~~.

9.04 Appeals

A. Appeals Prior to the Effective Date of the Action

An employee is entitled to ~~seven (7)~~ ten (10) calendar days within which to respond to the written disciplinary order. This ~~seven (7)~~ ten (10) calendar day response period begins the day following the date of service of the written order. If the notice is personal served on the employee, the effective date of service is the day that it is given to the employee. If service on the employee is made through the mail, service is effective on the date of mailing as determined by the postmark.

The employee may respond orally or in writing to the appointing authority. The employee is entitled to a reasonable amount of County time to prepare a response to the charges. The employee is not entitled to a formal hearing with

examination of witnesses at this stage of the proceedings. However, the employee may be represented by another in presenting a response. The appointing authority may amend, modify or revoke any or all of the charges contained in the written order.

After hearing and considering the response of the employee, the appointing authority shall issue a brief statement indicating:

1. The original action is affirmed; or
2. The original action is affirmed as modified by the appointing authority; or
3. The original action is revoked and the charges against the employee are dismissed.

- Other provisions remain unchanged -



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Agenda Submittal

Agenda #: **Status:** Agenda Ready

Type: CSC-Document **Department:** Civil Service Commission

File #: CSC 15-0030 **Contact:** Marc Fox, 784-2552

Agenda date: 6/11/2015 **Final action:**

Title: Request to Revise the Welfare Fraud Investigator (WFI) Class Series: WFI I, WFI II; and WFI - Supervisor

Governing body: Civil Service Commission

District: All

Attachments: [A - Welfare Fraud Investigator I Current](#)
[B - Welfare Fraud Investigator I Add/Delete](#)
[C - Proposed Revised Class Specification Welfare Fraud Investigator \(Entry\)](#)
[D - Welfare Fraud Investigator II Current](#)
[E - Welfare Fraud Investigator II Add/Delete](#)
[F - Proposed Revised Class Specification Welfare Fraud Investigator](#)
[G - Welfare Fraud Investigator Supervisor Current](#)
[H - Welfare Fraud Investigator Supervisor Add/Delete](#)
[I - Proposed Revised Class Specification Welfare Fraud Investigator Supervisor](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Human Resources Department (Human Resources) recommends that the Civil Service Commission revise all classes in the Welfare Fraud Investigator (WFI) series: Welfare Fraud Investigator I; Welfare Fraud Investigator II; and Welfare Fraud Investigator - Supervisor.

SUMMARY:

The Health & Human Services Department requests to revise the WFI series class specs. The department requests to revise the class specs in this series to clarify responsibilities and position requirements as well as to update the position titles as to be consistent with other County series' titles.

The Human Resources Department has finished the classification studies and recommends that the Commission approves of the classification revisions.

DISCUSSION:

The entry, journey, and supervising Welfare Fraud Investigator class specifications were last updated in November 1994. The proposed revisions are requested to best clarify the minimum qualifications and duties required of each position. Likewise, the title changes are requested to best align with other County classification series' titles.

The following is a summary of the most significant changes proposed for the Welfare Fraud Investigator I classification:

- Change class title to Welfare Fraud Investigator (Entry);

- Distinguish the class from the more experienced journey level class;
- Clarify the experience requirements for individuals who do not yet possess a P.O.S.T. certificate, but who have one year of criminal investigative experience in a public setting. For example, a candidate who has one year of experience performing any combination of duties, such as, assisting in analyzing criminal information, conducting searches for records relating to cases under investigation, conducting routine investigations, conducting research, and/or gathering and compiling data related to a case, would qualify; and,
- Add P.O.S.T. Basic Police Academy completion requirement, within one year of appointment.

The following is a summary of the most significant changes proposed for the Welfare Fraud Investigator II classification:

- Change class title to Welfare Fraud Investigator;
- Distinguish the class from the entry and supervisor classifications; and,
- State years of experience needed to qualify for the position;

The following is a summary of the most significant changes proposed for the Welfare Fraud Investigator (Supervising) classification:

- Change class title to Welfare Fraud Investigator Supervisor; and,
- Distinguish the class from the journey and the Welfare Fraud Investigator Manager classes;

In addition to the aforementioned, the following details revisions proposed for each of the classifications in the Welfare Fraud Investigator series:

- Clarify the duties performed, to include the working conditions under which the duties are performed;
- Clarify the physical requirements of the position;
- Clarify education requirements needed to meet the minimum requirements;
- Add Investigator certification requirements, in accordance with Section 832.25 (a) of the California Penal Code; and,
- Add P.O.S.T. PC832 Firearms and Arrest certificate requirements.

The Human Resources Department supports the proposed revisions. In addition to providing needed clarification regarding duties, education, certification, and experience requirements, the proposed revisions better align with existing County classification series, to include classification titles.

Attached are copies of the current, the add/delete versions, and proposed class specifications.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments. However, that is not recommended as the Health & Human Services Department has requested the proposed revisions to clarify the required education and experience as well as to best reflect the duties and responsibilities required of each classification.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the Health & Human Services Department in revising the class specifications. The Welfare Fraud Investigator (entry, journey, and supervisor) classes are represented by the Solano County Deputy Sheriff's Association. On May 12, 2015, Human Resources provided the proposed class specifications to the association's designated representative. The association representative did not provide any feedback or objections to the revisions.

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.

COUNTY OF SOLANO
CLASS SPECIFICATION

Add/Delete

WELFARE FRAUD INVESTIGATOR I (ENTRY)

Effective Date of Revision: XX/XX/XXXX

Date of this Add/Delete Draft: 05/11/15

CLASS SUMMARY:

Under direction, conducts routine investigations ~~to verify eligibility for~~ regarding Public Assistance eligibility and reports of warrant loss, theft, fraud and forgery, as well as other investigations such as threats against department employees and damage to public property; may in a training capacity, participate in and conduct more complex welfare fraud investigations; performs related duties as required. This is the entry level class for the Welfare Fraud Investigator series.

Employees may be promoted from the entry level to the journey level without further examination.

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.~~

This class is distinguished from the:

- Welfare Fraud Investigator II class which conducts routine and complex investigations, regarding public assistance eligibility, theft, and fraud, as well as other investigations such as threats against department employees and theft of and damage to public property; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by a Welfare Fraud Investigator (Supervising) and may receive training and project lead direction from a Welfare Fraud Investigator II.

No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts routine investigations to verify eligibility for Public Assistance by:

- reviewing applications for CalWORKS, CalFRESH, and 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.~~
- conducting field investigations which may include limited surveillance activity to verify information provided for determination of initial and continuing program eligibility;
- interviewing client, landlord/property managers, neighbors and employees;
- obtaining signed statements, as needed, to document information;
- reviewing records and documents maintained by financial institutions, utilities and governmental agencies to determine financial resources of household;
- collecting records and documents as evidence; and
- preparing 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.
- ~~Investigates reports of warrant forgery by interviewing complainant, researching signatures, securing forgery affidavits; conducting photo lineups, and preparing case for possible prosecution by the District Attorney's Office.~~
- Assists with, participates in and/or conducts, under close supervision, more complex welfare fraud investigations
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND 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.~~

- **Education:** Thirty (30) semester units or 45 quarter units from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science, or a closely related field which addresses prevention, discovery, control and treatment of crimes, criminals and criminality;

AND

- **Experience:** One year of full-time paid investigative experience ~~in law enforcement or a similar area of employment~~ working primarily in criminal investigations in a government agency locating, observing, and interviewing suspects and witness and preparing reports of findings.

Note: While an Associate's degree is not required, the possession of a Associate's degree or higher in criminal justice, police science, law enforcement, criminology, sociology, or a closely related field is desired and may be a factor considered during the rating and/or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Possession of or ability to obtain a valid Class C California driver's license is required.~~
- Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND 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.~~

Knowledge of:

- ~~Methods and techniques of investigation including research of financial records and employment history, interviewing and interrogation techniques writing investigative reports, and gathering and presenting evidence.~~
- Courtroom practices and procedures.
- Laws, regulations and policies applicable to work performed such as: laws of search and seizure.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or 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.~~

- Plan, organize and conduct investigations to verify eligibility for Public Assistance.
- Locate and interview people to ascertain facts and evidence verifying/refuting public assistance eligibility.
- Analyze and evaluate the statements of witnesses and suspected violators.

- Secure and present evidence in verbal and written form.
- Understand, interpret, explain to others, comply and apply applicable laws, regulations, policies and professional practices governing investigative operations and use good judgment in their application.
- Project consequences of decisions.
- Deal with potentially hostile people of diverse socio-economic backgrounds.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, and make appropriate recommendations.
- Recognize and respect limit of authority and responsibility.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Work effectively with others who have objectives counter to assigned roles.
- Establish and maintain effective working relationships with those contacted in the performance of required duties, particularly in securing cooperation and teamwork among law enforcement personnel from other jurisdictions.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Prepare a variety of written communications to include thorough, complete and concise investigative reports.
- Maintain accurate records and document actions taken.
- Properly use and safeguard firearms as well as other less-lethal weapons such as batons, asps, and pepper spray.
- Use and operate police radios and modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling – Heavy work: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Inside Work: Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc.
- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class are subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.
- Working in Areas Which Restrict Movement: Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- Candidates for Welfare Fraud Investigator † (Entry) will be required to pass a an extensive background investigation, physical examination, and psychological evaluation in accordance with applicable law, regulation and/or policy.
- Peace Officer Requirements:
 - Employees must meet requirements to possess and carry firearms and therefore 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 arrest and 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.
 - ~~Positions allocated to this class are required to pass a physical examination.~~
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
- Investigator Requirement: ~~Candidates for Welfare Fraud Investigator † will be required to pass a background investigation and psychological evaluation in accordance with applicable law, regulation and/or policy.~~ : In accordance with Section 832.25 (a) of the California Penal Code, all employees in the class of Welfare Fraud Investigator † (Entry) shall attend and complete a California Commission on Peace Officer Standards and Training (POST) approved Specialized Investigator Basic Course (SIBC) or Regular Basic Course (RBC) within one year of being hired as a Welfare Fraud Investigator † (Entry). Possession of a Basic Course Waiver (BCW) or possession of a POST Basic, Intermediate, or Advanced Certificate fulfills this requirement. All training must be in compliance with the POST three year rule.
- Child Abuse Reporting: 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.

- Language Proficiency: ~~Positions allocated to this class may require bilingual skills. Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.~~
- Independent Travel: ~~Independent travel may be required. Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.~~
- Hours of Work: ~~Incumbents may be expected to work outside of normal office hours. Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.~~

Note: 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.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
WELFARE FRAUD INVESTIGATOR (ENTRY)

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 05/12/15

CLASS SUMMARY:

Under direction, employees in this entry level class conduct routine investigations to verify eligibility for Public Assistance, theft and forgery; may, in a training capacity, participate in and conduct more complex welfare fraud investigations; performs related duties as required.

Some positions in this entry level class may be budgeted at the journey level class. If the position is budgeted at that level, then the position is considered to be flexibly staffed.

Employees may be promoted from the entry level to the journey level without further examination in flexibly-staffed classes.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Welfare Fraud Investigator** class which conducts routine and complex investigations, regarding public assistance eligibility, theft, and fraud, as well as other investigations such as threats against department employees and theft of and damage to public property; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by a Welfare Fraud Investigator (Supervising) and may receive training and project lead direction from a Welfare Fraud Investigator.

No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts routine investigations to verify eligibility for Public Assistance by:
 - reviewing applications for CalWORKS, CalFRESH, and General Assistance to determine the information to be verified including possible income resources, assets, number of dependents, residency and living arrangements;
 - conducting field investigations which may include limited surveillance activity to verify information provided for determination of initial and continuing program eligibility;
 - interviewing client, landlord/property managers, neighbors and employees;
 - obtaining signed statements, as needed, to document information;

- reviewing records and documents maintained by financial institutions, utilities and governmental agencies to determine financial resources of household;
- collecting records and documents as evidence; and
- preparing 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.
- Assists with, participates in and/or conducts, under close supervision, more complex welfare fraud investigations
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Thirty (30) semester units or 45 quarter units from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science, or a closely related field which addresses prevention, discovery, control and treatment of crimes, criminals and criminality;

AND

- **Experience/Training:**
 - **Either:** One year of full-time paid investigative experience in criminal investigations in a government agency;
 - **Or:** Satisfactory completion of a California Basic POST Law Enforcement Academy within the last three years.

Note: While an Associate's degree is not required, the possession of an Associate's degree or higher in criminal justice, police science, law enforcement, criminology, sociology, or a closely related field is desired and may be a factor considered during the rating and/or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- Note:** All licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Methods and techniques of investigation including research of financial records and employment history, interviewing and interrogation techniques writing investigative reports, and gathering and presenting evidence.
- Courtroom practices and procedures.
- Laws, regulations and policies applicable to work performed such as: laws of search and seizure.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.

- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Plan, organize and conduct investigations to verify eligibility for Public Assistance.
- Locate and interview people to ascertain facts and evidence verifying/refuting public assistance eligibility.
- Analyze and evaluate the statements of witnesses and suspected violators.
- Secure and present evidence in verbal and written form.
- Understand, interpret, explain to others, comply and apply applicable laws, regulations, policies and professional practices governing investigative operations and use good judgment in their application.
- Project consequences of decisions.
- Deal with potentially hostile people of diverse socio-economic backgrounds.
- Recognize and respect limit of authority and responsibility.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Establish and maintain effective working relationships with those contacted in the performance of required duties, particularly in securing cooperation and teamwork among law enforcement personnel from other jurisdictions.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Prepare a variety of written communications to include thorough, complete and concise investigative reports.
- Maintain accurate records and document actions taken.
- Properly use and safeguard firearms as well as other less-lethal weapons such as batons, asps, and pepper spray.
- Use and operate police radios and modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling – Heavy work: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.

- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc.
- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class are subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.
- **Working in Areas Which Restrict Movement:** Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- **Candidates for Welfare Fraud Investigator I** will be required to pass an extensive background investigation, physical examination, and psychological evaluation in accordance with applicable law, regulation and/or policy.
- **Peace Officer Requirements:**
 - Employees must meet requirements to possess and carry firearms and therefore must meet training requirements in accordance with Penal Code, Section 832 which includes the successful completion of a P.O.S.T. approved arrest and 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.
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
- **Investigator Requirement:** In accordance with Section 832.25 (a) of the California Penal Code, all employees in the class of Fraud Investigator (Entry)I shall attend and complete a California Commission on Peace Officer Standards and Training (POST) approved Specialized Investigator Basic Course (SIBC) or Regular Basic Course (RBC) within one year of being hired as a Welfare Fraud Investigator (Entry). Possession of a Basic Course Waiver (BCW) or possession of a POST Basic, Intermediate, or Advanced Certificate fulfills this requirement. All training must be in compliance with the POST three year rule.

- Child Abuse Reporting: 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.
- Language Proficiency: Positions allocated to this class may require bilingual skills.—Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.
- Independent Travel: Independent travel may be required.—Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.
- Hours of Work: Incumbents may be expected to work outside of normal office hours. Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Note: 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.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code:

COUNTY OF SOLANO

WELFARE FRAUD INVESTIGATOR II

Rev. 11/94

DEFINITION

Under direction, conducts investigations of cases involving possible welfare fraud; prepares cases substantiated for administrative and/or formal legal action; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to investigate complex cases of suspected welfare fraud and present investigative findings for administrative or legal action. This class is distinguished from Supervising Welfare Fraud Investigator by the latter's supervisory responsibility.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Reviews fraud referrals and cases to evaluate whether case should be pursued and determines sources of evidence to explore.
2. Locates and interviews persons suspected of fraud, neighbors, landlords, employers and others to obtain information verifying or refuting statements made by recipients to establish program eligibility; obtains documents and records; requests search warrants; secures and accounts for evidence; conducts surveillances.
3. Determines if recipient has made inaccurate statements or failed to report information which would affect grant eligibility or amount; recommends appropriate action for case disposition.
4. Prepares investigative reports of findings; documents evidence for use by District Attorney's Office in individual case prosecution; assists prosecutor in preparation for trial; secures and serves subpoenas; prepares documentation needed for search warrants; executes search warrants within departmental procedures; prepares witnesses for trial; testifies in court and administrative hearings as needed.
5. Investigates suspected forgery of official documents; obtains written statements from victims, witnesses and suspects; obtains handwriting samples and submits for comparison; conduct photo lineup; prepares case for prosecution by District Attorney; orders and/or assists in arrests.

EXAMPLES OF DUTIES (Continued)

6. Answers inquiries from the public and other agencies; reviews case findings prepared by others for sufficiency; conducts departmental internal investigations and other special projects as assigned; may be assigned to act as team or project leader.

QUALIFICATION GUIDELINES

Education and/or Experience

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

Two years of full-time law enforcement experience working primarily in criminal investigations in a government agency or two years of experience equivalent to Welfare Fraud Investigator I in Solano County is required. 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 investigative methods and practices; interviewing techniques typically used in welfare fraud; investigative report writing practices; rules of evidence; 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 receive through fraud; welfare recipient rights.

Working knowledge of public assistance eligibility criteria.

Ability to work independently in conducting fraud investigations; locate and interview people to ascertain facts and evidence verifying/refuting allegations of fraud; analyze and evaluate the statements of witnesses and suspected violators; secure and present evidence in verbal, and written form; 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; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

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 pass a physical examination.

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 II 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.

COUNTY OF SOLANO

CLASS SPECIFICATION

Add/Delete

WELFARE FRAUD INVESTIGATOR II

Effective Date of Revision: XX/XX/XXXX

Date of this Add/Delete Draft: 05/11/15

CLASS SUMMARY:

Under direction, conducts routine and complex investigations, regarding public assistance eligibility, theft, fraud and forgery, as well as other investigations such as threats against department employees and damage to public property; of cases involving possible welfare fraud; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

~~This class is characterized by the responsibility to investigate complex cases of suspected welfare fraud and present investigative findings for administrative or legal action.~~

This class is distinguished from the:

- **Supervising Welfare Fraud Investigator** class by the latter's supervisory responsibility.
- **Welfare Fraud Investigator (Entry)** class which is the entry level class in this series.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by a Welfare Fraud Investigator Supervisor.

No supervision is exercised over others, however, incumbents may provide training and serve as a project lead.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

~~Depending on assignment, duties may include but are not limited to the following:~~

- Plans, organizes, and conducts routine and complex investigations to support a wide variety of criminal, civil, and/or administrative prosecutions primarily involving, but not limited to, public assistance fraud by:
 - Reviewing fraud referrals and cases to evaluate whether case should be pursued and determines sources of evidence to explore;
 - Locating locates and interviews persons suspected of fraud and witnesses using information obtained through a variety of sources such as: law enforcement databases; directories; internet sources; public agencies such as school districts, probation departments, and U.S. Department of Agriculture; private sector agencies such as employers, utility companies; property managers, collection

agencies, banks, and Solano Family and Children's Services; landlords; family members; neighbors; and others to obtain information verifying or refuting statements made by recipients to establish program eligibility;

- Interviewing complainants, witnesses, suspects, subject matter experts, etc. which includes interpreting and explaining the provisions of laws, rules or regulations related to the investigation;
- ~~Prepares documentation needed for search warrants; executes search warrants within departmental procedures; requests~~ Preparing, obtaining, and executing search warrants to seize persons and/or property, financial or business records; secures and accounts for evidence;
- Locating, obtaining, and examining physical and documentary evidence which may involve forgery investigations, photo line-ups, and social media investigations; documents and records;
- Conducting static and dynamic surveillances;
- Coordinating investigative efforts with local, state and federal law enforcement agencies;
- Preparing cases for prosecution by District Attorney: preparing detailed investigative reports and preparing investigative reports of findings, determining if recipient has made inaccurate statements or failed to report information which would affect grant eligibility or amount, and recommending appropriate action for case disposition;
- Planning, organizing, directing and conducting search and arrest operations; and
- ~~Orders and/or assists in arrests;~~ Making arrests using reasonable use of force to control resisting subjects.
- Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, and credibility/sequence of witnesses, serves subpoenas, and other matters related to pre-trial preparation. Documents evidence for use by District Attorney's Office in individual case prosecution; assists prosecutor in preparation for trial; secures and serves subpoenas; prepares witnesses for trial;
- ~~Testifies in court and administrative hearings as needed.~~ Testifies in both judicial and non-judicial proceedings;
- ~~Investigates suspected forgery of official documents; obtains written statements from victims, witnesses and suspects; obtains handwriting samples and submits for comparison; conduct photo lineup.~~
- Performs related duties such as the following: assists other local, state, and federal law enforcement agencies in their investigation of criminal law violations; coordinates multi-agency investigations of alleged or suspected violations of civil or criminal laws; answers inquiries from the public and other agencies; reviews case findings prepared by others for sufficiency; conducts departmental internal investigations and other special projects as assigned; may be assigned to act serve as ~~team~~ or project leader.

Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

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

- **Education:** ~~Thirty (30) semester units or 45 quarter units from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science, administration of justice or a closely related field which addresses prevention, discovery, control and treatment of crimes, criminals and criminality may be substituted for six months of the required experience;~~

AND

- **Experience:** ~~Two~~ Three years of full-time paid law enforcement experience working primarily in criminal investigations in a government agency ~~or two years of experience equivalent to Welfare Fraud Investigator I in Solano County is required.~~

Note: While an Associate's degree is not required, the possession of a Associate's degree or higher in criminal justice, police science, law enforcement, criminology, sociology, or a closely related field is desired and may be a factor considered during the rating and/or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Possession of or ability to obtain a valid Class C California driver's license is required.~~
- Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Methods and techniques of investigation including researching financial records and employment history, interviewing and interrogation techniques, writing investigative reports, and gathering and presenting evidence. ~~Investigative methods and practices;~~
- ~~Interviewing techniques typically used in welfare fraud;~~
- ~~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;~~
- Courtroom practices and procedures. Court and administrative procedures used to prosecute or obtain repayment of grants receive through fraud;
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities.
- Rules of evidence; Public assistance eligibility criteria; Laws, regulations and policies applicable to work performed such as: California Penal Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Federal Rules of Criminal Procedures, welfare recipient rights, and California Department of Social Services Manual of Policies and Procedures.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Investigative report writing practices; Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Work Independently in conducting fraud investigations plan, organize and conduct investigations of public assistance eligibility, theft and fraud as well as threats against department employees and theft of and damage to public property.
- Locate and interview people to ascertain facts and evidence verifying/refuting allegations of public assistance fraud.
- Analyze and evaluate the statements of witnesses and suspected violators.
- Secure and present evidence in verbal and written form.
- Understand, interpret, explain to others, comply and apply applicable laws, regulations, policies and professional practices governing investigative operations and use good judgment in their application. ~~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; Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, and make appropriate recommendations.
- Recognize and respect limit of authority and responsibility.
- Maintain confidentiality of information; Maintain confidentiality of records and information per pertinent laws/regulations.
- Work effectively with others who have objectives counter to assigned role.
- Understand program objectives in relation to department goals and procedures.
- Establish and maintain cooperative working relationships. Establish and maintain effective working relationships with those contacted in the performance of required

duties, particularly in securing cooperation and teamwork among law enforcement personnel from other jurisdictions.

- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Prepare a variety of written communications to include thorough, complete and concise investigative reports.
- Maintain accurate records and document actions taken.
- Properly use and safeguard firearms as well as other less-lethal weapons such as batons, asps, and pepper spray.
- Use and operate police radios and modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling – Heavy work: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Inside Work: Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc. as well as in homes, office buildings, businesses, etc. interviewing witnesses, conducting surveillance, collecting evidence, etc.
- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

- Disruptive/Confrontational Human Contacts: Employees in this class are subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.
- Working in Areas Which Restrict Movement: Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- Candidates for Welfare Fraud Investigator II will be required to pass a an extensive background investigation, physical examination, and psychological evaluation in accordance with applicable law, regulation and/or policy.
- Peace Officer Requirements:
 - ~~Positions allocated to this class are required to pass a physical examination.~~
 - Employees must meet requirements to possess and carry firearms and therefore 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 arrest and 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.
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
- Investigator Requirement: In accordance with Section 832.25 (a) of the California Penal Code, all Welfare Fraud Investigators shall attend and complete a California Commission on Peace Officer Standards and Training (POST) approved Specialized Investigator Basic Course (SIBC) or Regular Basic Course (RBC) within one year of being hired as a Welfare Fraud Investigator. Possession of a Basic Course Waiver (BCW) or possession of a POST Basic, Intermediate, or Advanced Certificate fulfills this requirement. All training must be in compliance with the POST three year rule.
- Child Abuse Reporting: 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.
- Language Proficiency: ~~Positions allocated to this class may require bilingual skills. Some positions allocated to this class will require the applicant to speak, read and write in a language in addition to English.~~
- Independent Travel: ~~Independent travel will be required. Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.~~
- Hours of Work: ~~Incumbents may be expected to work outside of normal office hours. Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.~~

Note: 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.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: November, 1994
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 413130

COUNTY OF SOLANO
CLASS SPECIFICATION
WELFARE FRAUD INVESTIGATOR

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 05/07/15

CLASS SUMMARY:

Under direction, conducts routine and complex investigations, regarding public assistance eligibility, theft, and fraud, as well as other investigations such as threats against department employees and theft of and damage to public property; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Supervising Welfare Fraud Investigator** class by the latter's supervisory responsibility.
- **Welfare Fraud Investigator (Entry)** class which is the entry level class in this series.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Welfare Fraud Investigator Supervisor.
- No supervision is exercised over others, however, incumbents may serve as a project lead.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes, and conducts routine and complex investigations to support a wide variety of criminal, civil, and/or administrative prosecutions primarily involving, but not limited to, public assistance fraud by:
 - reviewing fraud referrals and cases to evaluate whether case should be pursued and determines sources of evidence to explore;
 - locating persons suspected of fraud and witnesses using information obtained through a variety of sources such as: law enforcement databases; directories; internet sources; public agencies such as school districts, probation departments, and U.S. Department of Agriculture; private sector agencies such as employers, utility companies; property managers, collection agencies, banks, and Solano Family and Children's Services; landlords; family members; neighbors; and others to obtain information verifying or refuting statements made by recipients to establish program eligibility;
 - interviewing complainants, witnesses, suspects, subject matter experts, etc. which includes interpreting and explaining the provisions of laws, rules or regulations related to the investigation;

- preparing, obtaining, and executing search warrants to seize persons and/or property, financial or business records;
- locating, obtaining, and examining physical and documentary evidence which may involve forgery investigations, photo line-ups, and social media investigations;
- conducting static and dynamic surveillances;
- coordinating investigative efforts with local, state and federal law enforcement agencies;
- preparing cases for prosecution by District Attorney: preparing detailed investigative reports and preparing investigative reports of findings, determining if recipient has made inaccurate statements or failed to report information which would affect grant eligibility or amount, and recommending appropriate action for case disposition;
- planning, organizing, directing and conducting search and arrest operations; and
- making arrests using reasonable use of force to control resisting subjects.
- Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, and credibility/sequence of witnesses, serves subpoenas, and other matters related to pre-trial preparation.
- Testifies in both judicial and non-judicial proceedings;
- Performs related duties such as the following: assists other local, state, and federal law enforcement agencies in their investigation of criminal law violations; coordinates multi-agency investigations of alleged or suspected violations of civil or criminal laws; answers inquiries from the public and other agencies; reviews case findings prepared by others for sufficiency; conducts departmental internal investigations and other special projects as assigned; may be assigned to serve as project leader.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Thirty (30) semester units or 45 quarter units from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science, or a closely related field which addresses prevention, discovery, control and treatment of crimes, criminals and criminality.
- **Experience:** Three years of full-time paid law enforcement experience working primarily in criminal investigations in a government agency.

Note: While an Associate's degree is not required, the possession of a Associate's degree or higher in criminal justice, police science, law enforcement, criminology, sociology, or a closely related field is desired and may be a factor considered during the rating and/or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- Note:** All licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Methods and techniques of investigation including researching financial records and employment history, interviewing and interrogation techniques, writing investigative reports, and gathering and presenting evidence.
- Courtroom practices and procedures.
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities.
- Laws, regulations and policies applicable to work performed such as: California Penal Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Federal Rules of Criminal Procedures, and California Department of Social Services Manual of Policies and Procedures.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Plan, organize and conduct investigations of public assistance eligibility, theft and fraud as well as threats against department employees and theft of and damage to public property.
- Locate and interview people to ascertain facts and evidence verifying/refuting allegations of public assistance fraud.
- Analyze and evaluate the statements of witnesses and suspected violators.
- Secure and present evidence in verbal and written form.
- Understand, interpret, explain to others, comply and apply applicable laws, regulations, policies and professional practices governing investigative operations and use good judgment in their application.
- Project consequences of decisions.
- Deal with potentially hostile people of diverse socio-economic backgrounds.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, and make appropriate recommendations.
- Recognize and respect limit of authority and responsibility.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Work effectively with others who have objectives counter to assigned role.
- Understand program objectives in relation to department goals and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties, particularly in securing cooperation and teamwork among law enforcement personnel from other jurisdictions.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.

- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Prepare a variety of written communications to include thorough, complete and concise investigative reports.
- Maintain accurate records and document actions taken.
- Properly use and safeguard firearms as well as other less-lethal weapons such as batons, asps, and pepper spray.
- Use and operate police radios and modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Inside Work:** Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc. as well as in homes, office buildings, businesses, etc. interviewing witnesses, conducting surveillance, collecting evidence, etc.
- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class are subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

- Working in Areas Which Restrict Movement: Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- Candidates for Welfare Fraud Investigator II will be required to pass a an extensive background investigation, physical examination, and psychological evaluation in accordance with applicable law, regulation and/or policy.
- Peace Officer Requirements:
 - Employees must meet requirements to possess and carry firearms and therefore 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.
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
- Investigator Requirement: In accordance with Section 832.25 (a) of the California Penal Code, all Welfare Fraud Investigator IIs shall attend and complete a California Commission on Peace Officer Standards and Training (POST) approved Specialized Investigator Basic Course (SIBC) or Regular Basic Course (RBC) within one year of being hired as a Welfare Fraud Investigator II. Possession of a Basic Course Waiver (BCW) or possession of a POST Basic, Intermediate, or Advanced Certificate fulfills this requirement. All training must be in compliance with the POST three year rule.
- Child Abuse Reporting: 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.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language in addition to English.
- Independent Travel: Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Note: 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.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: November, 1994
- Date(s) Retitled and Previous Titles of the Class:

- Class Code: 413130

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.

COUNTY OF SOLANO

CLASS SPECIFICATION

Add/Delete

WELFARE FRAUD INVESTIGATOR (~~SUPERVISING~~) SUPERVISOR

Effective Date of Revision: XX/XX/XXXX

Date of this Add/Delete Draft: 05/11/15

CLASS SUMMARY:

Under general direction, plans, organizes, supervises and participates in the work of the ~~Welfare Fraud Investigation Unit~~ Special Investigations Bureau of the Department of Health and Social Services engaged in conducting investigations of cases involving ~~possible welfare fraud public assistance eligibility, theft, fraud, and forgery, as well as other investigations such as threats against department employees and damage to public property;~~ as well as other investigations such as threats against department employees and damage to public property; 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 the:

- **Welfare Fraud Investigator Manager** class by the latter's responsibility for the overall management of the Welfare Fraud Investigation Bureau ~~Unit~~; and from the
- **Welfare Fraud Investigator** class which conducts routine and complex investigations, regarding public assistance eligibility, theft, and fraud, as well as other investigations such as threats against department employees and theft of and damage to public property; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Chief Welfare Fraud Investigator.

Employees in this class supervise three or more Welfare Fraud Investigators.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

~~Duties may include but are not limited to the following:~~

- Performs supervisory duties over Welfare Fraud Investigators such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;

- reviewing work and recognizing employees' work efforts and accomplishments;
- proposing disciplinary actions;
- interviewing applicants and recommending selections;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
- providing instruction and/or guidance to employees in handling difficult or complex work problems;
- reviewing and approving timesheets and requests for leave;
- ~~ensures~~ ensuring unit compliance with established policy, procedures and legal requirements;
- ~~provides~~ providing technical assistance and advice on difficult clients and cases; and,
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Assists management in the administration of the Bureau by:
 - participating in the administration of the Bureau's budget by submitting budget recommendations, monitoring expenditures and approving routine purchases;
 - reviewing work Bureau procedures, practices and work methods to increase the effectiveness and efficiency of operations;
 - ~~Answers~~ answering inquiries from the public and other agencies;
 - establishing and maintaining inter-agency rapport and cooperation;
 - monitoring the achievement of goals and objectives of the Bureau; and,
 - assisting in the evaluation of department programs and operations.
- Directs the operational activities of the Bureau by:
 - ~~Reviews~~ reviewing referred cases to determine priority and type of action required;
 - ~~Assigns~~ assigning cases;
 - ~~reviews~~ reviewing case progress and concerns and ~~recommends~~ recommending action;
 - ~~reviews and approves~~ reviewing and approving reports of investigation for sufficiency and documentation and adequacy of charges;
 - coordinating investigative and training efforts with local, state and federal law enforcement agencies; and,
 - ~~Advises~~ advising departmental personnel in methods of fraud detection and prevention.
- Conducts felony level criminal and internal investigations when a conflict of interest exists.
- Performs other duties of a similar nature or level as assigned.

~~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.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

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

EDUCATION AND 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.~~

- **Experience:** Three years of full-time paid law enforcement experience working primarily in criminal investigations in a government agency, one of which must have been as a Welfare Fraud Investigator in Solano County or its equivalent in another agency.

AND

- **Education:** 45 semester units or 60 quarter units from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science or a closely related field which addresses prevention, discovery, control and treatment of crimes, criminals and criminality.

Note: While an Associate's degree is not required, the possession of an Associate's degree or higher in criminal justice, police science, law enforcement, criminology, sociology, or a closely related field is desired and may be a factor considered during the rating and/or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Possession of or ability to obtain a valid Class C California driver's license is required.~~
- Applicants are required to possess a valid California Driver's License, Class C.

All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- ~~The principles and practices of supervision and training. Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.~~
- ~~The principles, practices and techniques of civil and criminal investigation and investigative report writing.~~
- ~~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.~~
- ~~Elements of public assistance eligibility criteria.~~
- Courtroom practices and procedures. Court and administrative procedures used to prosecute or obtain repayment of grants receive through fraud;
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities.
- Civil and criminal law relating to the Welfare and Institutions and Penal Codes. Laws, regulations and policies applicable to work performed such as: California Penal Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Federal Rules of Criminal Procedures, welfare recipient rights, and California Department of Social Services Manual of Policies and Procedures.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Investigative report writing practices; Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or 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.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling – Heavy work: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Inside Work: Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc. as well as in homes, office buildings, businesses, etc. interviewing witnesses, conducting surveillance, collecting evidence, etc.
- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class are subject to disruptive and confrontational people.

- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.
- Working in Areas Which Restrict Movement: Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- Candidates for Welfare Fraud Investigator (~~Supervising~~) Supervisor will be required to pass an extensive background investigation physical examination and psychological evaluation in accordance with applicable law, regulation and/or policy.
- ~~Positions allocated to this class are required to take a physical examination.~~
- Peace Officer Requirements:
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
 - 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.
- Investigator Requirement: In accordance with Section 832.25 (a) of the California Penal Code, all Welfare Fraud Investigators shall attend and complete a California Commission on Peace Officer Standards and Training (POST) approved Specialized Investigator Basic Course (SIBC) or Regular Basic Course (RBC) within one year of being hired as a Welfare Fraud Investigator Supervisor. Possession of a Basic Course Waiver (BCW) or possession of a POST Basic, Intermediate, or Advanced Certificate fulfills this requirement. All training must be in compliance with the POST three year rule.
- Child Abuse Reporting: 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.
- Language Proficiency: ~~Positions allocated to this class may require bilingual skills.~~ Some positions allocated to this class will require the applicant to speak, read and write in a language in addition to English.
- Independent Travel: ~~Independent travel will be required.~~ Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.

- Hours of Work: ~~Incumbents may be expected to work outside of normal office hours. Incumbents may be required to work weekends, holidays, irregular hours, and after normal business hours.~~

SUPPLEMENTAL INFORMATION

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

Note: 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.

CLASS HISTORY AND CLASS INFORMATION:

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COUNTY OF SOLANO
CLASS SPECIFICATION
WELFARE FRAUD INVESTIGATOR SUPERVISOR

Effective Date of Revision: XX/XX/XXXX

CLASS SUMMARY:

Under general direction, plans, organizes, supervises and participates in the work of the Special Investigations Bureau of the Department of Health and Social Services engaged in conducting investigations of cases involving public assistance eligibility, theft, fraud, and forgery, as well as other investigations such as threats against department employees and damage to public property; serves as a member of the department's management/supervisory team.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the:

- **Welfare Fraud Investigator Manager** class by the latter's responsibility for the overall management of the Welfare Fraud Investigation Bureau Unit; and from the
- **Welfare Fraud Investigator** class which conducts routine and complex investigations, regarding public assistance eligibility, theft, and fraud, as well as other investigations such as threats against department employees and theft of and damage to public property; prepares cases substantiated for administrative and/or formal legal action; testifies in both judicial and non-judicial proceedings; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Chief Welfare Fraud Investigator.

Employees in this class supervise three or more Welfare Fraud Investigators.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties over Welfare Fraud Investigators such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - interviewing applicants and recommending selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
 - providing instruction and/or guidance to employees in handling difficult or complex work problems;
 - reviewing and approving timesheets and requests for leave;

- ~~ensures~~ ensuring unit compliance with established policy, procedures and legal requirements;
- ~~provides~~ providing technical assistance and advice on difficult clients and cases; and,
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Assists management in the administration of the Bureau by:
 - participating in the administration of the Bureau's budget by submitting budget recommendations, monitoring expenditures and approving routine purchases;
 - reviewing work Bureau procedures, practices and work methods to increase the effectiveness and efficiency of operations;
 - answering inquiries from the public and other agencies;
 - establishing and maintaining inter-agency rapport and cooperation;
 - monitoring the achievement of goals and objectives of the Bureau; and,
 - assisting in the evaluation of department programs and operations.
- Directs the operational activities of the Bureau by:
 - reviewing referred cases to determine priority and type of action required;
 - assigning cases;
 - reviewing case progress and concerns and recommending action;
 - reviewing and approving reports of investigation for sufficiency and documentation and adequacy of charges;
 - coordinating investigative and training efforts with local, state and federal law enforcement agencies; and,
 - advising departmental personnel in methods of fraud detection and prevention.
- Conducts felony level criminal and internal investigations when a conflict of interest exists.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Experience:** Three years of full-time paid law enforcement experience working primarily in criminal investigations in a government agency, one of which must have been as a Welfare Fraud Investigator in Solano County or its equivalent in another agency.

AND

- **Education:** 45 semester units or 60 quarter units from an accredited college or university in Criminal Justice, Criminology, Law Enforcement, Police Science or a closely related field which addresses prevention, discovery, control and treatment of crimes, criminals and criminality.

Note: While an Associate's degree is not required, the possession of an Associate's degree or higher in criminal justice, police science, law enforcement, criminology, sociology, or a closely related field is desired and may be a factor considered during the rating and/or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- The principles, practices and techniques of civil and criminal investigation
- Courtroom practices and procedures.
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities.
- Laws, regulations and policies applicable to work performed such as: California Penal Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Federal Rules of Criminal Procedures, and California Department of Social Services Manual of Policies and Procedures.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, investigative reports, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or 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.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Inside Work:** Employees in this class will occasionally be working in an office setting preparing reports, researching laws and regulations, examining evidence, etc. as well as in homes, office buildings, businesses, etc. interviewing witnesses, conducting surveillance, collecting evidence, etc.
- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class are subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.
- **Working in Areas Which Restrict Movement:** Employees in this class will be working in cars, small interview rooms, etc. and may need to conduct searches in attics, crawl spaces under homes, etc.

OTHER REQUIREMENTS:

- Candidates for Welfare Fraud Investigator Supervisor will be required to pass an extensive background investigation physical examination and psychological evaluation in accordance with applicable law, regulation and/or policy.

- Peace Officer Requirements:
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
 - 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.
- Investigator Requirement: In accordance with Section 832.25 (a) of the California Penal Code, all Welfare Fraud Investigators shall attend and complete a California Commission on Peace Officer Standards and Training (POST) approved Specialized Investigator Basic Course (SIBC) or Regular Basic Course (RBC) within one year of being hired as a Welfare Fraud Investigator Supervisor. Possession of a Basic Course Waiver (BCW) or possession of a POST Basic, Intermediate, or Advanced Certificate fulfills this requirement. All training must be in compliance with the POST three year rule.
- Child Abuse Reporting: 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.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language in addition to English.
- Independent Travel: Incumbents are required to travel independently, for example, to perform investigative work such as interviewing witnesses, conducting surveillance, etc.; to attend meetings with other County employees; to attend meetings with employees in other law enforcement agencies; etc.
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