

California State Auditor

Duty Statement



Classification:	Fraud Investigator I
Position Number:	339-100-4095-900
Division:	Investigations Division
Employee Name:	
CBID:	E97
Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<p>Position Description/Duties: Under supervision, the journey level incumbent in the Fraud Investigator I classification performs a wide variety of investigations on allegations of improper governmental activities including complaint intake, assessing complaints, gathering evidence, conducting interviews, drawing defensible conclusions, documenting the results, making recommendations about investigative strategy, writing reports based on the results of the investigation, reviewing the final product, and providing information to law enforcement or others regarding the investigations. The incumbents receive formal and on-the-job training to learn the full range of investigative techniques and with an increase in experience and knowledge, are assigned a wide variety of investigative complaints with increasing complexity, sensitivity, and diversity.</p>	
Job Functions - Essential (E) / Marginal (M) Functions:	
25% E	<p>Drafts reports regarding results of investigations and follows up on the results/recommendations of an investigation by:</p> <ul style="list-style-type: none"> • Utilizing report writing software (e.g., MS Word) to create, write, and/or edit written documents supporting investigative activities including ensuring accurate documentation of steps taken in evidence gathering, interviews, and analyses. • Developing feasible recommendations for addressing improper governmental activities to prevent their recurrence. • Monitoring the actions of agencies to ensure implementation of recommendations resulting from investigations.
25% E	<p>Performs analysis of evidence to draw sound defensible conclusions regarding allegations of improper governmental activities by:</p> <ul style="list-style-type: none"> • Utilizing various electronic resources to obtain, review, and analyze data and reports. • Reviewing and analyzing evidence objectively to draw sound and defensible conclusions on whether improper governmental activities under investigation have been substantiated. • Reviewing the investigated agency's policies and procedures to determine if the agency's failure to comply may have contributed to an improper activity. • Utilizing spreadsheets (i.e., Excel) to track, manipulate, interpret, and communicate data including the use of tables, charts, and/or graphs to depict relevant information.
20% E	<p>Gathers and organizes evidence to support allegations of improper activities or investigations by:</p> <ul style="list-style-type: none"> • Obtaining and reviewing statements and other verbal evidence to support an allegation of an improper activity and to assist in determining facts. • Preparing written correspondence to obtain evidence relevant to investigations. • Identifying witnesses, subjects and others related to an investigation to obtain evidence to support an allegation of an improper activity. • Conducting interviews with complainants, witnesses, subjects, and/or agency representatives to obtain information related to investigative activities. • Preserving investigation information in a standardized filing system or database, protecting the confidentiality while ensuring information is accessible and understandable to others when authorized. <p>Applying appropriate investigative techniques to conduct confidential investigations based on allegations of improper governmental activities.</p>

	<ul style="list-style-type: none"> • Conducting observations as part of investigative activities to gather and obtain case-related information.
20% E	<p>Ensures that investigative projects are managed effectively by:</p> <ul style="list-style-type: none"> • Reading and comprehending reports, memos, manuals, and other job-related materials and documents to perform work tasks. • Adapting plans and schedules to meet timelines and incorporate changing priorities of work objectives, resources, and/or workload demands. • Assisting supervisors in problem solving issues to determine the most effective course of action for the office and/or investigative work. • Creating a formal work plan for gathering investigation information including the identification of appropriate staff resources, timelines, and needed authorizations to ensure efficient completion of work activities. • Maintaining clear organized records of activities completed, schedules, and time spent to ensure project is appropriately documented and project phases are completed within budgeted hours. • Assessing case progress to make recommendations about investigative strategy. • Keeping up-to-date on California State laws related to investigations conducted under the California Whistleblower Protection Act to be aware of changes to the law that may impact investigative activities.
10% E	<p>Effectively works and communicates with others including supervisors, coworkers, and representatives from outside entities by:</p> <ul style="list-style-type: none"> • Preparing correspondence regarding investigations to convey information in a clear and professional manner. • Providing information to supervisors, co-workers, and/or subordinates regarding developments, needs, and concerns related to investigations to keep staff appropriately informed. • Following verbal and written directions to complete work assignments. • Receive and assess complaints and allegations of improper governmental activities to determine need for further investigation and proper handling. • Relay information regarding the provisions of the California Whistleblower Protection Act to outside entities and/or individuals to ensure the accurate dissemination of information. • Provide evidence to agencies and law enforcement entities to assist them in taking appropriate action against agency employees who have engaged in substantiated improper governmental activities. • Draft self-appraisals to identify professional strengths and areas needing further development. • Respond to inquiries from agencies regarding investigation procedures, findings, or recommendations in a clear, accurate, and professional manner. • Utilize scheduling software (e.g., Outlook) to monitor deadlines, schedules, and arrange meetings. • Act in a lead capacity by providing advice, training, and assistance to staff on investigative processes in order to enhance their job skills. • Assist in the development of program policies and procedures
Supervision Received:	The Fraud Investigator I reports directly to and receives the majority of assignments from the Fraud Investigator III; however, direction and assignments may also come from the Deputy State Auditor, Investigations.
Supervision Exercised:	None.
Special Requirements:	None.

Working Conditions:	<ul style="list-style-type: none"> • This position is eligible for participation in the office’s hybrid telework program. Work at the alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.
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SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor’s signature

Supervisor’s printed name

Date

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this duty statement. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification.

Incumbent’s signature

Incumbent’s printed name

Date

*If a reasonable accommodation is necessary, please contact the human resources office to begin the interactive process.