State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:	POSITION NUMBER:
Welfare Fraud Prevention Coordinator (WFPC)	800-652-4228-VAR

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Research, Automation & Data/Enterprise Data Mgmt.	Data Stewardship & Integrity/Special Invesigative

SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Nicole Nelson	Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

☐ Designated under Conflict of Interest Code.

☐ Duties require participation in the DMV Pull Notice Program.

☐ Requires repetitive movement of heavy objects.

☐ Performs other duties requiring high physical demand. *(Explain below)*

☐ None

☑ Other *(Explain below)*

This position requires a minimum 30 percent travel, some with overnight stays are required.
This position requires; background investigation, fingerprint clearance/IRS PUB 1075.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☑ None   ☐ Supervisor   ☐ Lead Person   ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Research, Automation, and Data Division's (RADD) mission is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, automation and continuous quality improvement, data visualization and analysis, and research partnerships to improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data lifecycle.

CONCEPT OF POSITION:

Under the general direction of the Staff Services Manager I, the Welfare Fraud Prevention Coordinator (WFPC) is responsible for systematic approaches to fraud prevention by proactively getting ahead of fraud before it happens. The WFPC will focus on finding large scale and organized fraud that is pervasive and the costliest to state and/or federal program by leveraging data analytics to detect, prevent and investigate welfare fraud and trafficking. Partner with Special Investigative Units and local enforcers on prevention and data discovery to drive our engagement with counties around integrity. Partner with counties and law enforcement on an updated vision to integrity which is focused on but not limited to skimming, scamming, and systematic fraud.

A. RESPONSIBILITIES OF POSITION:

35%:   Plan, coordinate and conduct field reviews to assess county effectiveness and compliance with state and federal statues, regulations and policies in the performance of fraud prevention and detection processes and control programs such as: Fraud referrals; investigations and outcomes including state administrative hearing and criminal prosecution processes; and various reporting requirements. Travel independently to various counties throughout the state; review county department case files, system records and statistical reports; conduct interviews with county welfare department, investigation units and District Attorney staff as needed to gather performance data; provide consultation regarding various fraud programs and activities. Develop and provide findings, corrective actions and recommendations for improvements to county directors, management and staff in oral presentations and written reports.

25%:   Provide ongoing research, consultation, policy interpretation and advice on various issues regarding the identification, investigation and prevention of welfare fraud. This is done in consultation with CalFresh and CalWORKs Program, State Hearings and federal agencies.

15%   Develop and provide statewide and county specific technical training to welfare department eligibility, collections, investigation and District Attorney staff as needed.

10%:   Coordinate with federal, state, and local agencies in the development, implementation and administration of fraud prevention programs.

10%:   Provide staff work on various tasks and projects relating to fraud prevention program activities.

 5%:   Examine, analyze and provide summaries of proposed legislation, regulations, policies and procedures which may impact fraud prevention programs; attend meetings; other duties as appropriate.

B. <u>SUPERVISION RECEIVED</u>:

    The WFPC received direction from the Staff Services Manager I, Fraud Prevention and Integrity Unit.

C. <u>ADMINISTRATIVE RESPONSIBILITY</u>:

    None

D. <u>PERSONAL CONTACTS</u>:

    The WFPC has contact with federal agencies, county welfare staff, welfare fraud investigators,district attorney staff, CDSS Program, and other involved agencies.

E. <u>ACTIONS AND CONSEQUENCES</u>:

    Actions and recommendations of the WFPC impact the effectiveness of fraud prevention and investigation activities. Incorrect direction from the WFPC could result in faulty and/or inconsistent administration of the welfare program.

F. <u>OTHER INFORMATION</u>:

    Travel is required and field work comprises a minimum of 30 percent of work time.