WELFARE FRAUD PREVENTION COORDINATOR

Exam Code: 9BP07

Department: Department of Social Services
Exam Type: Departmental Open
Final Filing Date: Continuous
Locations: Statewide

CLASSIFICATION DETAILS

WELFARE FRAUD PREVENTION COORDINATOR

Monthly Salary Range: $5,656.00 - $7,080.

View the Welfare Fraud Prevention Coordinator Classification Specification

CUT OFF DATES

<table>
<thead>
<tr>
<th>July 31, 2020</th>
<th>August 31, 2020</th>
<th>September 30, 2020</th>
<th>October 30, 2020</th>
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<tbody>
<tr>
<td>November 30, 2020</td>
<td>December 31, 2020</td>
<td>January 29, 2021</td>
<td>February 26, 2021</td>
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Note: This examination is administered on a monthly basis. Applications must be received by the cutoff date; applications received after the cut-off dates listed in this bulletin will be processed during the month of the next cutoff date.

FILING INSTRUCTIONS

Final Filing Date:

Applications will be accepted on a continuous basis. (See the Cut Off Dates Section)

Who May Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Welfare Fraud Prevention Coordinator Revised 06/2020
Once you have taken this examination, you may not retake it for **twelve (12) months**.

**How To Apply:**

Applicants must submit a signed *State Examination Application (STD 678)* and copies of unofficial transcripts, if applicable, to the mailing address below. Completed applications with all required documents must be received or postmarked **by one of the cut off dates**. Applications postmarked or personally delivered after the cut off date will be held and processed in the next examination administration. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

Applications are available through the internet at [https://jobs.ca.gov/pdf/STD678.pdf](https://jobs.ca.gov/pdf/STD678.pdf) and may be delivered in person or by mail. You are required to complete employment history on the application form (STD 678). You may be disqualified from the examination process if the employment history is not complete. State Applications must include in employment history, “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. Resumes will not take place of employment history. Applications received without the required documents will result in rejection from this examination. Applications may be personally delivered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except State holidays), to the Department of Social Services, Examination Unit, see security desk. Applications and required documents will be accepted by U.S. mail service, parcel delivery or courier service with proof of timely deposit, or in person and date stamped by the Human Resources Office. **Currently, we are unable to accept applications via internet, fax or email.**

**FILE BY MAIL:**
California Department of Social Services
Attention: Examination Unit,
PO Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

**FILE IN PERSON:**
California Department of Social Services
Attention: Examination Unit,
744 P Street (See Security Desk)
Sacramento, CA 95814
Monday-Friday, 8:00 a.m. – 5:00 p.m.

**NOTE:** Your Application must have an original signature to be accepted.

Indicate the Examination Code and Classification(s) on your Examination/Employment Application (STD 678).

Applicants will be sent examination notices electronically unless applicant specifically requests being notified by postal mail.

**Special Testing:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

Welfare Fraud Prevention Coordinator Revised 06/2020
MINIMUM QUALIFICATIONS

**Experience:** Three years of progressively responsible investigative or technical experience in a public assistance fraud prevention program, including the examination of public records for violations of law and identification of persons suspected of violating public assistance laws relating to the disbursement of public funds or conduct of public services. and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis)

**NOTE:** Applicants must submit a copy of their unofficial college transcripts along with the application when using education to meet the entrance requirements for this examination. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

POSITION DESCRIPTION

Under general direction to plan, organize and administer welfare fraud control programs in a major geographic area of the State. Provides program direction to county welfare departments, district attorneys and other agencies involved in the control of welfare fraud; assists in the development, implementation and administration of welfare fraud prevention, deterrence, identification and investigation programs; evaluates the effectiveness of investigatory programs within assigned geographical area and makes recommendations to improve their operations; coordinates the activities of local agencies on cases of interjurisdictional or statewide scope; gains support for the Department's welfare fraud control activities through contact with Federal, State, county and other governmental agencies; assists in the conduct of extra sensitive, complex investigations of criminal, civil or administrative violations; provides technical assistance and training to county welfare departments and district attorney welfare fraud investigation units; prepares and conducts welfare fraud prevention workshops and other training for county welfare department administrative, eligibility and clerical staff; prepares reports and correspondence.

Positions are in the following counties: Sacramento.

EXAMINATION SCOPE

This examination consists of a Training and Experience Evaluation.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of training and/or experience, emphasis in each examination component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. General administrative principles and procedures.
2. Criminal, civil and welfare fraud investigation techniques and procedures.
3. Purposes, organization and policies of the Department of Social Services.
4. Federal and State laws regulating the activities of the Department of Social Services and welfare fraud prevention.
6. Methods and techniques for the maintenance of security.

**Ability to:**

1. Plan, organize and administer welfare fraud control programs.
2. Apply investigative techniques and procedures.
3. Establish and maintain cooperative relations with those contacted in the work.
4. Analyze data and draw sound conclusions.
5. Analyze situations accurately and adopt effective courses of action.
6. Write effectively and prepare clear, complete, concise reports.
7. Communicate effectively both to individuals and before large groups.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to work throughout the State and work extended hours.

**EXAMINATION INFORMATION**

**Training and Experience Evaluation – Weighted 100%**

The examination will consist of a Training and Experience Evaluation weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The examination is designed to elicit specific information regarding each candidate’s training and experience relative to the classification. Responses to the examination will be assessed based on pre-determined rating criteria.

Applications will be reviewed by the Examinations Unit to determine if the applicant meets the minimum qualifications. All applicants who meet the minimum qualifications will be sent an email to the email address on their application with the examination. After the examination is completed, it will be scored, and a notice of results will be sent electronically or mailed within approximately three weeks.

**ELIGIBLE LIST INFORMATION**

A Departmental, open eligible list for the Welfare Fraud Prevention Coordinator will be established for The California Department of Social Services.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires twelve (12) months after competitors were merged onto the eligibility list. Applicants must then retake the examination to reestablish eligibility.

**CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact the examination analyst at the email address or phone number below.
California Department of Social Services
Attention: Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430
Email: examinations@dss.ca.gov
916-657-1762

California Relay Service for the Deaf or Hearing Impaired from TDD phones call 1-800-735-2929 or from voice phones call 1-800-745-2922. TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open
examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Criminal Record Clearance Information:** Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Veterans’ Preference** will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (STD Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

**Career Credits** will not be granted in this examination.