

MERIT SYSTEM SERVICES

Date Established: 11/89

Date Revised: 07/01/03

CHIEF WELFARE INVESTIGATOR

CLASSIFICATION DEFINITION

Under general direction, the Chief Welfare Investigator plans, organizes, supervises and participates in the investigation of suspected violations of laws, rules or regulations pertaining to the receipt of aid, collection of overpayments, and the administration of the Income Eligibility Verification System; and performs related work as required.

The Chief Welfare Investigator differs from the Welfare Investigator Supervisor class in that the former serves in a second level management capacity, managing through subordinate supervisors, with a broad scope of management responsibilities for a Welfare Fraud Unit which includes several functions such as investigations, collections, and the Income Eligibility Verification System.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Chief Welfare Investigator classification receive supervision from a higher-level manager. Chief Welfare Investigators manage an Investigative unit through subordinate supervisors.

TYPICAL DUTIES

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

- Develops and implements case processing procedures for the investigation of suspected violations of the Welfare & Institutions Code, State Welfare Regulations and the California Penal Code.
- Establishes policies and procedures for the collections of overpayments within the Department of Social Services and maintains overall responsibility for the administration of the Income Eligibility Verification System and the implementation of corrective action as required.
- Serves as technical resource within the department on regulations and procedures relating to program activities.
- Prepares and/or provides input on unit program budget.
- Maintains liaison with other agencies and organizations to maximize necessary coordination.
- Prepares comprehensive correspondence and state and federal reports.
- Performs related duties as assigned.

Chief Welfare Investigator page 2 of 4

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, and techniques of investigation including the collection, preservation, and presentation of evidence, basic identification techniques, and modus operandi.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedures.
- Techniques of interviewing and interrogation.
- Pertinent provisions of the California Welfare and Institutions Code, Health and Safety Code, Business and Professional Code, and the Civil Code.
- Principles of supervision and training.
- Regulations pertaining to Income Eligibility Verification System.
- Federal regulations governing the protection and destruction of classified material.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.

Ability to:

- Plan, direct, organize, coordinate, and evaluate the overall activities of the welfare investigation program.
- Develop and implement policy and procedures related to the welfare investigation program.
- Supervise, train, and evaluate subordinate staff.
- Maintain accurate financial records and controls.
- Develop annual unit budget and monitor revenue and expenditure transactions.
- Participate in the preparation of a variety of complex statistical or narrative reports mandated by State, Federal, or California Department of Social Services requirements.
- Gather, assemble, analyze and present facts and evidence and draw logical conclusions.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from law enforcement, government, media, and other agencies.
- Coordinate and communicate job activities and investigations with staff responsible for other functions within the Department.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

One (1) year of full-time experience performing duties comparable to a Welfare Investigator Supervisor;

OR

Three (3) years of full-time experience performing duties comparable to a Welfare Investigator;

Chief Welfare Investigator page 3 of 4

OR

Equivalent to graduation from a four-year college (Additional qualifying experience may be substituted for the required college on the basis of one (1) year of experience for two (2) years of college.); **AND** Four years (4) of full time paid experience in criminal investigation work locating, observing and interviewing suspects and witnesses and preparing reports of findings, one (1) year of which was in a supervisory capacity.

SPECIAL REQUIREMENTS

Welfare Investigators have Peace Officer status and must meet the following requirements under Government Code Sections 1029, 1030, 1031: No felony convictions; citizen of the United States; 21 years of age; high school graduate or GED equivalence; be fingerprinted to permit search for criminal records; be of good moral character as determined by a background investigation; be free of any condition which might adversely affect exercise of Peace Officer powers.

Successful completion of a Specialized Investigative Basic Course (SIBC) approved by the California Commission on Peace Officer Standards and Training within twelve months of appointment to the class **OR** possession of a valid basic peace officer certificate as awarded by the California Commission on Peace Officer Standards and Training **OR** successful completion of the regular basic peace officer course as awarded by the California Commission on Peace Officer Standards and Training within three years prior to appointment.

~~{Welfare Fraud Investigators appointed to their positions prior to 1/1/2001 and whose employment with the appointing county has been continuous are exempt from the above requirement for the purposes of promotional positions. If the individual leaves the appointing county to work in the same capacity in a different county, he/she must meet the requirements listed above as defined in California Penal Code Section 830.25.}~~

Employees cannot exercise the powers of a peace officer until successful completion of the above requirements.

Prior to appointment, candidates must successfully pass a background check and psychological and physical examinations.

Employees in this classification may be required to work long, irregular hours and drive considerable distances on a regular basis.

Chief Welfare Investigator page 4 of 4

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.