

Fraud Investigator I

Permanent—Full Time

Multiple positions available

Position Number 339-100-4095-900

SALARY RANGE: \$5,079-\$6,677

DUTIES: Under general supervision, the incumbent evaluates and investigates complaints alleging improper governmental activities by state agencies and employees. Specific duties include the following:

Conducting Investigations (60%)

- Formulating plans for conducting investigations that include estimates of the resources required to complete investigations.
- Identifying, locating, and gathering documents and other evidence relevant to investigations.
- Identifying, locating and interviewing witnesses, including expert witnesses, having information relevant to investigations.
- Preparing correspondence to obtain evidence relevant to investigations.
- Leading the activities of investigative staff at state agencies providing assistance with investigations.
- Leading the activities of office staff assigned to assist with investigations.
- Interviewing subjects of investigations, including highly placed officials, suspected of engaging in improper governmental activities.
- Analyzing legal criteria and evidence to determine whether improper governmental activities have been substantiated.
- Drafting recommendations to state departments for addressing substantiated improper governmental activities to remediate the effects of those activities and prevent their recurrence.
- Documenting case activities, including evidence gathering, interviews, and analyses.
- Organizing paper documents and electronic files in a manner that allows them to be located and reviewed easily.
- Utilizing an electronic case management system to organize case information and document investigative activities.
- Keeping management apprised of significant developments, needs, and concerns related to investigations by participating in discussions and preparing internal memoranda.
- Managing time to be able to conduct multiple investigations simultaneously.

Writing Reports (20%)

- Drafting public reports describing the results of investigations that have substantiated improper governmental activities at state departments and detailing the State Auditor's recommendations for addressing the activities.
- Drafting sections of public reports that describe the follow-up actions taken by state departments in response to substantiated improper governmental activities and the State Auditor's recommendations for addressing the activities.
- Drafting letter reports to state departments describing the results of investigations that have substantiated improper governmental activities at the departments and making recommendations for addressing the activities.

Following up on Completed Investigations (10%)

- Providing evidence to state departments and law enforcement entities to assist them in taking appropriate action against state employees who have engaged in substantiated improper governmental activities.
- Monitoring the actions of state departments to implement recommendations resulting from investigations.

Gathering and Evaluating Information Regarding Complaints (5%)

- Identifying, seeking, and obtaining information from complainants, witnesses, and governmental entities that is necessary to determine whether an improper governmental activity may be substantiated through further investigation.
- Researching information utilizing government and private databases for use in evaluating complaints.
- Analyzing information gathered from and about complaints and making recommendations regarding whether investigation of the complaints is warranted or some other disposition, such as investigation by another government entity, is more appropriate.
- Requesting state departments to investigate certain complaints and analyzing the results of the investigations.

Other Related Duties (5%)

- Assisting in program or policy development and interpretation and other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Graduation from an accredited college or university.
- Outstanding written and oral communication skills.
- Excellent analytical abilities, including: the ability to apply complex legal criteria to factual situations; to sift through voluminous financial records to determine whether public funds were utilized properly; and to evaluate conflicting witness statements to distinguish truth from falsehood.
- Strong interviewing skills, including the ability to elicit information from persons who are angry, frightened, or defensive.
- Knowledge of investigative terms and methodologies.
- Knowledge of the California Whistleblower Protection Act and the structure of state government.
- Proven ability to work well as a member of a small team or independently, depending on the assignment.
- Familiarity with Microsoft Word and Excel.
- Experience directing efforts toward multiple assignments that must be completed simultaneously.
- Willingness to accept constructive criticism from supervisors to improve the quality of work performed.

APPLICATION REQUIREMENTS:

In addition to your **Std. 678** application, please provide a **Statement of Qualifications (SOQ)** for the hiring manager's review. Responses must be no longer than two pages, single spaced, using a 12-point font size. **Your SOQ must address the following:**

1. What specific elements of your education and experience most qualify you for a fraud investigator position?
2. What work have you performed that best demonstrates your ability to perform the duties of a fraud investigator?

HOW TO APPLY: Complete a standard state application (Std. 678) and SOQ. Send or hand-deliver the completed application to:

Location

California State Auditor, Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

FINAL FILING DATE: APRIL 16, 2014

SELECTION PROCESS: Current state employees with status in the Fraud Investigator I, Bureau of State Audits classification, lateral transfers from an equivalent class, former state employees who can reinstate into this classification, and persons who are reachable on a comparable employment list for this classification may apply. All interested applicants must submit a Std. 678 (with an original signature) and must indicate the basis of their eligibility in the explanation box. **Applications without an SOQ will not be considered. Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules.

WRITING EXERCISE: After an initial screening of applications, applicants appearing most qualified will be asked to complete a writing exercise which will be sent via email. If you do not have a **valid email address**, please contact Kristina Gin at 916-445-0255, ext. 500 to make alternate arrangements. All writing exercises must be returned within 7 days of receipt.

All applications and SOQs will be subject to screening and only those applicants appearing the most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. Upon appointment, all employees of the State Auditor's Office are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC INFORMATION

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.