**Fraud Investigator I**
Permanent—Full Time
Position Number 339-100-4095-900
Job Control Number: 52163

**SALARY RANGE:** $5,470 - $7,190

**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. Duties include, but are not limited to, the following:

- Gather and organize evidence to support allegations of improper activities or investigations.
- Ensure that investigative projects are managed effectively.
- Perform analysis of evidence to draw sound defensible conclusions regarding allegations of improper governmental activities.
- Draft reports regarding results of investigations and follow up on the results/recommendations of an investigation.
- Effectively work and communicate with others including supervisors, coworkers, and representatives from outside entities.

**DESIRABLE QUALIFICATIONS:**

- 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.

**Special Requirements:**

- Willingness to accept constructive criticism to improve the quality of work performed.
- Willingness to travel to conduct work activities.
- Willingness to work away from the headquarters’ office to conduct work activities.
- Willingness to work long and irregular hours to complete work activities.
APPLICATION REQUIREMENT: 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: Email or mail a signed standard state application (STD. 678) and SOQ to the appropriate address indicated below. All mailed applications must be postmarked no later than the final filing date. All emailed applications must be received no later than 5:00 p.m. PST on the final filing date. Applications postmarked or emailed after the final filing date or time will not be accepted for any reason.

Complete a standard state application (STD. 678) and SOQ. Send the completed application to:

**Location**
California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

**Contact**
Lynne Gaal
(916) 445-0255, ext. 226
LynneG@auditor.ca.gov

**FINAL FILING DATE: FEBRUARY 22, 2017**

SELECTION PROCESS: Eligible candidates who are current state employees with status in the Fraud Investigator I classification, lateral transfers from equivalent classes, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. A training and development assignment may be considered. All interested applicants must submit a STD. 678 (with original signature) and an SOQ. Applications without an SOQ will not be considered. Only those appearing most qualified will be interviewed. All appointments will be made in accordance with applicable personnel laws and rules. Additional hires may be made if positions become available.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor’s Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

*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.*