PUBLIC WELFARE INVESTIGATOR I

NATURE OF WORK IN THIS CLASS:

This is responsible professional investigative and enforcement work involving violations committed in the public assistance program administered by the Division of Public Welfare, Department of Public Health and Social Services.

Employees in this class perform routine to moderately complex professional investigative and enforcement work independently on an ongoing basis and participate in the performance of more complex work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned, any one position may not include all the duties listed.)

Conducts routine investigations relating to compliance with, and/or alleged or suspected violation of federal and local laws, rules and regulations pertaining to public assistance programs.

Receives, analyzes and reviews complaints and allegations; conducts case files and other in-house record research; conducts case investigation to identify issues involved and types of evidence that will be sought; determines scope, timing and direction; and interviews all sources of information.

Collects and obtains facts and evidence needed to sustain or refute allegation of violations through field activities and/or office visits; interviews complainants, witnesses or suspects/clients; examines and analyzes records and documents; verifies information obtained to establish the accuracy, credibility and authenticity of facts or evidence; prepares investigation findings citing provisions of laws violated and recommends appropriate actions.

Sets up case files, securing all information relevant to investigation of benefits abuse.

Conducts follow-up investigation of cases referred for prosecution as may be required and determined by prosecuting authority.

Assists in the coordination with other local, federal, state, and military agencies, the court, and the Attorney General's Office in connection with case investigation and enforcement of claims collection.

Appears as a witness in court on cases referred for prosecution and as required before a grand jury or administrative disqualification hearing.

Enforces and monitors recoupment of lost benefits.

Contacts clients/households to negotiate repayment agreement or update delinquent payments.

Coordinates with other jurisdictions and agencies to enhance collection efforts.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of interviewing and investigations.

Knowledge of the rules of legal evidence relative to the collection, preservation, identification and legal procedures.

Ability to gather facts and information through interview, conduct research, and maintain confidentiality.

Ability to enforce laws, rules and regulations and to maintain firmness and impartiality.

Ability to interpret, apply and make decisions in accordance with pertinent policies, regulations and other program guidelines.

Ability to make sound judgement.

Ability to make arithmetic computations.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A. One year of progressively responsible experience in planning, developing or implementing programs in law enforcement and investigation and graduation from a

recognized college or university with a Bachelor's degree in criminal justice, police science, social science, business or public administration or related field' or

B. Four years of progressively responsible experience as an Eligibility Specialist or Quality Control Reviewer; or

C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid motor vehicle operator's license.

ESTABLISHED: JUNE 1990

PAY RANGE: 34

FELIX P. CAMACHO
Executive Director
Civil Service Commission