

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SENIOR WELFARE FRAUD INVESTIGATOR

Supplemental Questionnaire Required

Open and Promotional  
Job # 24-RH6-AA

Salary: \$7,991 – 9,351 / Month

Closing Date: Friday, September 27, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under direction, as lead worker plans, organizes, and coordinates the field activities of the Welfare Fraud Investigative staff in the Human Services Department; performs the more difficult, sensitive or responsible investigations; and does other work as required. This is a sworn peace officer position. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Equivalent to one year as a Welfare Fraud Investigator II in Santa Cruz County

**OR**

Two years of criminal investigative experience which would demonstrate application or possession of the knowledge and abilities.



**License/Certificate:** Successful completion of a course certified by POST (P.C. 830.31 requirements) Such as successful completion of a **Specialized Investigator's Basic Course approved by POST (to meet Penal Code. 832.25 requirements) within 12 months of appointment to the class OR possession of a valid Basic Peace Officer Certificate as awarded by POST OR successful completion of the regular basic course certified by POST within three years prior to appointment must meet minimum employment standards defined by Section 1031 of the Government Code.** Possession and maintenance of a valid California Class C Driver License issued by the California State Department of Motor Vehicles during the course of employment.

**Background Investigation:** An extensive background investigation including a polygraph examination and Personal History Statement which includes work, legal, driving, financial and drug usage histories may be conducted. Ability to pass a full background investigation, medical exam as well as a required psychological exam to meet provisions of Government Code Section 1031.

**Knowledge:** Thorough knowledge of interviewing techniques and procedures; sources of information and the techniques used to locate persons; investigative techniques and procedures; and legal rights of citizens. Working knowledge of report writing techniques; financial record keeping; human motivation and behavior; and legal process involved in the prosecution of welfare fraud, the rule of evidence, laws of arrest and search and seizure. Some knowledge of the regulations governing eligibility and grant determination for public assistance programs; laws relating to welfare fraud; client rights and the Fair Hearing Process; principles and practices of supervision and training; and data processing applications

**Ability to:** Plan, organize, and coordinate field operations of subordinate staff; interpret, understand and apply complex regulations and provisions of the laws dealing with welfare fraud and eligibility for public assistance programs; conduct complex and sensitive internal investigations; obtain information and evidence by observation, record examination and interview; perform fieldwork, which includes a substantial amount of traveling to various sites to conduct investigations. Analyze and evaluate the statements of witnesses and suspected violators; interpret, understand and apply provisions of the welfare laws; perform a variety of active duties involving strenuous physical activity such as pursuing and restraining suspects; review investigative reports, statements and complaints to determine appropriate action; analyze situations accurately and adopt an effective course of action; establish and maintain effective working relationships with the public, departmental staff and law enforcement agencies; negotiate agreements and payments of monies due; communicate clearly and logically in oral and written form and make effective presentations; prepare clear and concise written and oral reports; deliver in-house and on-the-job training; learn to access, input and analyze data using a computer.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **SENIOR WELFARE FRAUD INVESTIGATOR – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe the breadth of your experience (number of years and types of cases) conducting criminal investigations and provide an example of a complex case that you investigated, the techniques you used to obtain and prepare evidence and the outcome of the investigation.
2. Describe your field experience conducting criminal investigations. Please include how you handle cases with sensitive and highly confidential information differently than other cases assigned to you.
3. Describe your experience overseeing a team of employees as a lead worker. Please provide an example of a criminal case where you were the primary officer and describe the tasks you assigned to your colleagues.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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