

County of Santa Cruz

INVITES YOU TO APPLY FOR:



WELFARE FRAUD INVESTIGATOR II

Supplemental Questionnaire Required

Open and Promotional

Job # 24-RH3-DD

Salary: \$7,867 – 8,847 / Month

Closing Date: Friday, September 27, 2024

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.

THE JOB: Under direction, investigate cases of suspected welfare fraud and violations of the Public Assistance laws and regulations. Locate and interview witnesses and persons suspected of violations. Obtain and present facts and evidence to support administrative action or prosecution. Perform other work as required.

Welfare Fraud Investigator II is the journey level position in the Welfare Fraud Investigator series. Incumbents carry the full range of caseloads involving general fraud, fraud prevention and early detection and assets match and earnings clearance. This class is distinguished from the class of Welfare Fraud Investigator I in that the latter class performs work under close supervision within established guidelines. Incumbents may provide initial training and guidance to Welfare Fraud Investigator I. 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:

One year of experience as a Welfare Fraud Investigator I at Santa Cruz County or equivalent.

OR

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER



Possession of a high school diploma or GED Equivalency **and** three years of professional experience performing responsible investigative work in a law enforcement agency.

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: 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. Successful completion of a Specialized Investigator's Basic Course approved by POST (to meet Penal Code 832.25 requirements) within three years prior to 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.

Background Investigation: An extensive background investigation including a polygraph examination and Personal History Statement which includes work, legal, driving, financial and drug usage histories will 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. **Special Working Conditions:** Exposure to variable temperatures and weather conditions; confined workspaces; heights; two-way radio noise; strong, unpleasant odors; infections which might cause chronic disease or death; dust and pollens; chemical irritants; possibility of experiencing bodily injury and/or burns; and contact with a diverse population.

Other Special Requirements: Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship; willingness when necessary to work irregular hours in various locations throughout the County. **Note:** These classifications have a 12-month probationary period.

Knowledge: Thorough knowledge of investigative techniques and procedures; interviewing techniques and procedures; and of the legal rights of citizens. Working knowledge of laws of arrest, and search and seizure; rules of evidence and legal procedure; principles of identification, preservation and presentation of evidence; the sources of information and the techniques used to locate persons; report writing; financial record keeping; and human motivation and behavior. Some knowledge of data processing applications.

Ability to: Conduct effective investigations; obtain information and evidence by observation, record examination, interview and interrogation; analyze and evaluate the statements of witnesses and suspected violators; interpret, understand and apply provisions of the welfare laws; prepare clear and concise written and oral reports; deal effectively with the public, departmental staff and law enforcement agencies; analyze situations accurately and adopt an effective course of action; negotiate agreements and payments of monies due; adhere to the Peace Officer Code of Ethics; enforce the law firmly, impartially and with tact; learn to access, input and analyze data using a computer; have normal color vision and unrestricted peripheral vision and have vision of at least 20/20. If corrective lenses are worn, uncorrected vision of 20/100 correcting to 20/20; and able to sit, stand and walk for extended periods of time.

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 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.

WELFARE FRAUD INVESTIGATOR II – 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. Have you successfully completed a Specialized Investigator's Basic Course approved by POST (to meet Penal Code 832.25 requirements) within three years prior to appointment **OR** have a valid Basic Peace Officer Certificate as awarded by POST **OR** successfully completed the regular basic course certified by POST within three years prior to appointment? **PLEASE LIST CERTIFICATIONS YOU POSSESS AND SUBMIT COPIES TO Meridth.Griffen@santacruzcountyca.gov**

2. 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.

3. Describe your experience utilizing public assistance databases (or similar mining data technology) to conduct preliminary investigations on suspected welfare fraud referrals.

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

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WORK Here

PLAY Here