

# CAREER OPPORTUNITY

## **HUMAN SERVICES FRAUD INVESTIGATOR II – PART TIME\***

**(MSS TITLE: WELFARE INVESTIGATOR II)**

**TRINITY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Hourly Salary: \$18.77 - \$25.14**

**Application Deadline:**

**August 6, 2010**

Close of business

**Oral Examination:**

Tentatively scheduled for the week of August 23, 2010

**Location:**

The administrative offices for the Trinity County Department of Health & Human Services are located in Weaverville, California.

The existing eligible list will be abolished upon completion of this examination.

\* This position is set to work 20 hours a week split between two departments. Ten hours a week working on IHSS antifraud cases and ten hours a week working on Welfare fraud cases.

**The Position**

Working under general supervision, the Welfare Investigator II conducts investigations relating to suspected fraudulent receipt of aid; obtains and presents facts and evidence to support administrative action or prosecution; negotiates for and secures repayment of funds fraudulently obtained; and performs related work as required. Welfare Investigator II is the journey level in the Welfare Investigator series. Employees at this level are expected to be fully qualified and able to independently perform a wide range of fraud investigations.

**Minimum Qualifications**

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

**EITHER**

One (1) year of full-time experience as a Welfare Investigator I;

**OR**

Two (2) years of full-time experience in investigative work which included locating, observing, and interviewing suspects and witnesses, writing detailed reports of case findings, and preparing and presenting evidence; **AND** Successful completion of twelve (12) semester units of college level course work in criminal investigation techniques and legal aspects of evidence. **Note:** (Applicant who is close to completing this education requirement may be admitted to the exam process, but must meet these requirements at time of appointment.) **[Substitution]** Six (6) months of investigative experience beyond the one year required above, which included interviewing people, writing detailed case reports, and preparing or presenting evidence or information in court, may substitute for six (6) semester units of the required education.

**Desirable Qualifications:** Valid certification of completion of SIBC, Basic Peace Officer, or Regular Peace Officer, through the California Commission on Police Officer Standards and Training as described on the following page, is highly desirable.

## **SPECIAL REQUIREMENTS**

Welfare Investigators have Peace Officer status and must meet the following requirements under Government Code Sections 1029, 1030, 1031: No felony convictions; citizen of the United States; 21 years of age; high school graduate or GED equivalence; be fingerprinted to permit search for criminal records; be of good moral character as determined by a background investigation; be free of any condition which might adversely affect exercise of Peace Officer powers.

Successful completion of a Specialized Investigative Basic Course (SIBC) approved by the California Commission on Peace Officer Standards and Training within twelve months of appointment to the class OR possession of a valid basic peace officer certificate as awarded by the California Commission on Peace Officer Standards and Training OR successful completion of the regular basic peace officer course as awarded by the California Commission on Peace Officer Standards and Training within three years prior to appointment.

{Welfare Fraud Investigators appointed to their positions prior to 1/1/2001 and whose employment with the appointing county has been continuous are exempt from the above requirement for the purposes of promotional positions. If the individual leaves the appointing county to work in the same capacity in a different county, he/she must meet the requirements listed above as defined in California Penal Code Section 830.35}

Welfare Investigators cannot exercise the powers of a peace officer until successful completion of the above requirements.

### **Additional Information**

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

***SEE REVERSE FOR INSTRUCTIONS ON  
HOW TO APPLY FOR THIS POSITION***

# Trinity County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and supplemental questionnaire. Applicants wishing to use their education to qualify must also submit the Class Course Listing. Applicants are encouraged to apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Trinity County Department of Health & Human Services administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

**MERIT SYSTEM SERVICES**  
241 Lathrop Way, Sacramento, CA 95815  
(916) 263-3614

**Note:** Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

## THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. Dependent upon your notification preference, MSS will send you a letter via U.S. Mail and/or email informing you of your status once it has been determined. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

## SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

## FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at [www.eres.com](http://www.eres.com) for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree equivalency from any of the listed member agencies.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

Bulletin Issue Date: July 27, 2010



**SUPPLEMENTAL QUESTIONNAIRE**

**WELFARE INVESTIGATOR II  
TRINITY COUNTY HEALTH & HUMAN SERVICES**

<b>Name:</b>	<b>Application Deadline: 08/06/10</b>
<b>Address:</b>	<b>Send this and all application material to:</b>
	<b>MERIT SYSTEM SERVICES</b>
<b>Daytime Telephone:</b>	<b>241 Lathrop Way</b>
	<b>Sacramento, CA 95815</b>

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. Your written responses may be considered as part of the Oral Examination, therefore it is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet.

**FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE FINAL FILING DATE WILL ELIMINATE YOU FROM THE EXAMINATION.**

1. Do you have valid certification in the following (check all that apply):

- Specialized Investigative Basic Course Certificate (SIBC) (POST)
- Basic Peace Officer Certificate (POST)
- Regular Peace Office Certificate (POST)

<b>Candidate Signature:</b>	<b>Date:</b>
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