DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for participating in and overseeing the work of employees assigned to special investigation projects such as medicaid fraud or other special programs for the investigative unit of the Legal Division of the Onondaga County Department of Social Services. This employee leads, participates and oversees the work of Welfare Fraud Investigators in various special projects while working with law enforcement, local, state and federal agencies. The work involves leading in field investigations and in obtaining and preparing evidence and statements relevant to the prosecution of fraudulent acts to prove criminal fraud or to achieve recoupment of monies as prescribed by New York State Social Services laws and regulations. This is a specialized position involving investigative procedures and a knowledge of social services and penal law, and NYS forms, regulations and procedures with an emphasis on the Medicaid program or other special, non-routine investigations as requested. Supervision in not typically a function of this class, but this employee will lead and oversee a group of investigators in the area of fraud investigation. Supervision is received from a supervisory or administrative staff member who consults with the Welfare Attorney and District Attorney as appropriate, regarding the Senior Welfare Fraud Investigators handling of each fraud prosecution, and who allows the employee to work with initiative and independence in the oversight of assigned investigators. Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Incumbents must successfully pass a background check. Does related work as required.

TYPICAL WORK ACTIVITIES

Oversees, leads and coordinates fraud investigators assigned to special projects; provides training and guidance for investigators.
Handles more complex investigation matters.
Determines scope and method of investigation based on departmental policy, the accessibility of information and the seriousness or sensitivity of the matter to be investigated.
Secures information relating to the investigation; conducts interviews and takes statements and affidavits from caseworkers, recipients or applicants, their neighbors, relatives and employers.
Collects and collates evidence necessary to take administrative and legal action as appropriate.
Secures evidence from all available sources, which might be required by the District Attorney in the prosecution of a fraud case.
Uses all available resources to obtain the documentation and evidence necessary to prosecute cases or take other appropriate action. Oversees the work of investigators in verifying information obtained.
Follows leads in order to assure a complete investigation.
Prepares reports for each case describing all steps taken, visits made, witnesses questioned, facts established, etc., for submission to the District Attorney.
Secures and prepares evidence and affidavits for submission to the District Attorney's office for indictment and criminal prosecution.
Works closely with the attorney in the social services and the District Attorney's office handling each fraud prosecution.
Oversees the preparation of concise factual reports for each investigation.
Orally supports findings during conference with supervisor, co-workers and attorneys.
May testify before administrative or judicial proceedings regarding investigations.
May serve summons, subpoenas, show cause orders, or other legal documents for attorneys.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the techniques, procedures and sources used in conducting civil and criminal investigations.
Good knowledge of Federal, State and local laws, rules and regulations as they apply to social services and welfare fraud investigations.
Good knowledge of legal requirements for gathering and reporting evidence for criminal prosecution.
Good knowledge of interviewing techniques.
Good knowledge of current state and local social services forms, procedures, policies, and eligibility guidelines.
Ability to read and understand all current local and state social services forms, procedures and policies and to apply them to fraud investigations.
Ability to plan, lead, organize and participate in investigations.
Ability to analyze findings of investigations and to make appropriate recommendations and decisions.
Ability to obtain, develop and pursue leads in investigations.
Ability to detect discrepancies in statements or other evidence gathered.
Ability to prepare clear and accurate oral and written reports.
Ability to understand and carry out complex directions.
Ability to work and maintain cooperative relations with others.
Ability to deal with the public in a professional and lawful manner.
Ability to analyze findings and recommendations.

MINIMUM QUALIFICATIONS

Promotion

One (1) year of permanent, competitive class status in the title of Welfare Fraud Investigator

Open-Competitive

A. Five (5) years of professional level work experience, or its part time equivalent, in field investigative work, one (1) year of which must have been public assistance or welfare fraud-related field investigative work for a social services agency. Field investigation work must have involved contact with persons in the field for the purpose of verifying or authenticating information or complaints and discovering additional sources of information to be investigated in order to establish or disprove allegations.

NOTE: An Associate's Degree or sixty (60) semester credit hours in a police science or criminal justice program from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for two (2) years of the field investigative work experience.

09/2016 Revised