



ALAMEDA COUNTY
Human Resource Services

Monday, December 13, 2021

Public Assistance Investigator
District Attorney's Office
Recruitment #20-9999-14

DATE OPENED 12/24/2020 10:00:00 AM
FILING DEADLINE Continuous
SALARY \$3,188.80-\$3,819.20 Biweekly
DEPARTMENT District Attorney
WORK LOCATION Oakland

INTRODUCTION



The Alameda County District Attorney's Office upholds Alameda County as a safe and livable community through the fair and effective administration of justice; compassionate and committed support of crime victims; innovative programs that provide opportunities for rehabilitation and reintegration; and programs designed to enhance the lives of vulnerable populations, children and youth for a bright, healthy future. *Read more about our mandated services.*

The Alameda County District Attorney's Office is comprised of approximately 150 attorneys, 70 inspectors, 30 Victim-Witness advocates and claim specialists, as well as a variety of administrative, finance, and communications professionals. Our jurisdiction covers over 800 square miles and our staff work in 9 offices located throughout the County.

We have six specialized divisions within the office:

- Criminal Prosecution
- Juvenile Justice
- Consumer, Environmental and Worker Protection
- Investigative Division
- Victim-Witness Assistance
- Alameda County Family Justice Center

DESCRIPTION

THE POSITION

Public Assistance Investigators, under the general supervision of an Inspector III, conducts investigations relating to suspected fraudulent payments associated with In-Home Supportive Services (IHSS) and suspected

fraudulent receipt of or application for public assistance, in order to obtain and present facts and evidence to support administrative action and/or criminal prosecution, and performs related work as required.

DISTINGUISHING FEATURES

Public Assistance Investigator is a full-time Peace Officer as defined in Penal Code Section 830.35(a). The incumbent is a part of an investigative team and will collaborate with prosecutors, District Attorney (DA) Inspectors, staff from the Social Services Agency, Department of Child Support Services, and law enforcement. This position within the DA's Office will not be authorized to carry a firearm.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Conducts investigations of persons suspected of fraudulently receiving payments associated with IHSS services and fraudulently applying and/or receiving for public assistance.
- Performs field work and/or home visits to include businesses, schools, or employers to obtain evidence of assets, income, household composition and/or residency.
- Locates and interviews persons suspected of public assistance fraud, absent parents, and/or potential witnesses.
- Examines, reviews, and evaluates a variety of records to secure information concerning suspected violations of public assistance laws; obtains search warrants for this purpose.
- Contacts and interviews individuals and representatives of various business and governmental agencies; develops and maintains contacts to obtain information concerning suspected violations of public assistance laws.
- Collects and assembles reports, statements or affidavits and other evidence for use in administrative and/or criminal actions.
- Completes detailed reports documenting investigations to support filing of complaint; prepares other appropriate reports, forms, and correspondence; maintains detailed case notes; documents and maintains chain of custody of all evidence.
- Confers with Deputy DA(s) on trial strategy and presentation of evidence; appears in court to testify regarding investigative findings.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EXPERIENCE

The equivalent of three (3) years full-time experience in criminal or civil investigative work that included locating and interviewing witnesses; collecting and preserving evidence; completing reports; obtaining search warrants; and testifying in court.

LICENSE

Possess a valid California State Motor Vehicle Operator's license.

SPECIAL REQUIREMENTS

- Possess P.O.S.T Basic Certificate or Specialized Law Enforcement Basic Certificate.
- Must be at least 21 years of age at time of appointment.
- Must be a citizen of the United States or a permanent resident who is eligible for and applied for citizenship at least one (1) year before applying for Public Assistance Investigator.
- A background investigation, psychological examination and medical examination will be conducted. A record of a felony conviction will result in disqualification.

KNOWLEDGE AND SKILLS

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- Understand complexities of public assistance programs, laws, and regulations.
- Understand rules, and laws pertaining to civil and criminal fraud investigations.
- Obtain information through thorough interviews.
- Write clear, concise, and comprehensive reports.
- Communicate clearly and concisely verbally and in writing.
- Take detailed statements and affidavits and analyze data and draw valid conclusions.
- Thorough knowledge of rules of evidence and courtroom procedures.
- Work independently.
- Use logic in making decisions and have sound judgement.
- Prioritize work to meet various deadlines.
- Conduct multiple investigations and manage cases in various stages of progress.
- Establish and maintain effective and positive working relationships with those contacted in the course of work.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*This provides a brief summary of the benefits offered and can be subject to change.

CONCLUSION**HOW TO APPLY**

To apply for the position, please contact Andrea Moreland at andrea.moreland@acgov.org for the application.

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender or physical ability are encouraged to apply.