

COUNTY OF SAN DIEGO JOB ANNOUNCEMENT PUBLIC ASSISTANCE INVESTIGATOR TRAINEE RECRUITMENT NO. 06572607

SALARY:	\$1,512.00 - \$1,837.60 biweekly; \$39,312 - \$47,778 annually
FILING DEADLINE:	
JOB SUMMARY:	Public Assistance Investigator Trainee is the trainee-level class of the Public Assistance Investigator class series. Under immediate supervision, incumbents acquire working knowledge of rules and regulations governing public assistance programs and perform routine public assistance fraud investigations. Positions are allocated only to the Office of the District Attorney. Incumbents are sworn peace officers, as defined in Pener Code Section 830.35, with law enforcement duties. Duties include: reviewing public assistance applications, records, and documents to determine eligibility and to detect fraud; locating and interviewing puncipals and witnesses; assisting in internal investigations of County employees; preparing arrest and search warrants and participating in the execution of Federal, State, and local arrest and search warrants; preparing reports for use in the evaluation and prosecution of fraud cases; analyzing books, records, and accounts related to public assistance case referrals; collecting, compiling, providing for preservation, and analyzing factual information and evidence; preparing diagrams, charts, scale drawings and photographing crime scenes and other items of evidence; serving subpoenas; assisting Deputy District Attorneys in arranging appearance of witnesses at trials and hearings, and in presenting evidence in court; testifying in court and in administrative hearings; and performing related work as required.
REQUIREMENTS:	 Qualified applicants must possess either: (1) One year of experience performing field investigations in law enforcement, revenue and recovery, tax collection, or in a public prosecution agency. Qualifying experience must include conducting interviews to collect and verify information; compiling and analyzing findings and data; interpreting and applying rules and regulations; and preparing reports for prosecution of cases; OR, (2) One year of experience in a public social services agency determining initial and continuing eligibility for public assistance; OR, (3) Completion of the California POST certified basic law enforcement training academy; OR, (4) Completion of the California POST Specialized Investigators' Basic Course.
ALSO REQUIRED:	(1) A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle. (2) May be required to perform investigative duties and assignments during irregular work hours. (3) Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a polygraph or other examination or test. (4) Prior to appointment, candidates must be found by a licensed physician, to be free from any physical, emotional or mental conditions which might adversely affect exercising the powers of a peace officer. Employment offers are contingent on passing a rigid medical examination and a psychological evaluation. Vision must be at least 20/100 in each eye, correctable to 20/30 or better. (5) Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months.
EVALUATION:	A WRITTEN MULTIPLE-CHOICE TEST to be held on Saturday, September 30 th , 2006 and will include Reading Comprehension, Analytical Reasoning, Checking and Comparing, Customer Service/Interpersonal Skills, and Computer Skills. Qualified applicants will be notified by mail of the time and location.
HOW TO APPLY:	Employment applications can be accessed on-line from the job/current recruitment section of the County of San Diego website at www.sdcounty.ca.gov . All required documentation must be submitted immediately with your application in order to determine your eligibility to compete. Coversheets with additional required documents may be faxed to the Department of Human Resources at (619) 685-2458. You may also pick up and submit your application, along with your attachments, to the Department of Human Resources at the address listed below. For additional information or accommodations, contact Christina Rosenmeier at 619-531-5123 or Christina.Rosenmeier@sdcounty.ca.gov.
CLASS NO. 5726 / DHR1 &	
1600 Pacific	Department of Human Resources c Highway, Rm. 207, San Diego, CA 92101; Information: (619) 236-2191; FAX: (619) 685-2458; (MS: A-8)
	An Equal Opportunity Employer

SD SHRM 2005 Workplace Excellence Award Winner

http://www.sdcounty.ca.gov _24-Hr. Recorded Job Line: (619) 531-5764;Toll Free Job Line: (866) 880-9374 DHR Telecommunications Device for the Deaf: (619) 531-5362 Hearing Impaired, California Relay Service: 800-735-2929

GENERAL EMPLOYMENT INFORMATION

Applications for Employment.

Applications must be legible and complete (including licenses, certificates, transcripts, and the Supplemental Application Form, if required). All information is subject to investigation and verification.

Application Filing Deadline. Applications must be *received* in the Department of Human Resources by 5:30 p.m. on the filing *deadline* shown on the Job Announcement. Postmarks are not accepted. If no filing deadline is shown, applications will be accepted on a continuous basis and subject to closure without advance notice. Applications should be filed promptly.

Accommodations. Persons with disabilities can make arrangements for accommodations during the evaluation and selection process by contacting the Department of Human Resources. Applicants who cannot participate in tests administered on Saturdays, due to religious reasons, may submit a written request for alternative arrangements. The request must be signed by the applicant's religious leader and be received in the Department of Human Resources in advance of the scheduled Saturday test.

Age. The minimum age is 18 years old unless otherwise stated on the Job Announcement

Benefits. Vacation, sick leave and holidays; health, dental, vision and life insurance; retirement system integrated with Social Security; Suggestion Award Program; membership in the San Diego County Credit Union; in-service training and tuition reimbursement for pre-approved course work. All newly hired employees, unless represented by the DA, PD, and PM units, are required to utilize electronic direct deposit of their paychecks to the bank or financial institution of their choice.

Certification. As vacancies occur, positions in County departments are filled from the appropriate employment list. Top scoring candidates' names are forwarded to the hiring department for consideration and the candidates will receive certification notices. Those not selected for employment will remain on the employment list for future hiring considerations.

Change of Address. Candidates are responsible for submitting changes in addresses or phone numbers to the Department of Human Resources at (619) 236-2191.

Child Care Center. Care for children between the ages of 2 and 5 is available. For information: (858) 292-7586.

Citizenship Requirements and Immigration Status. Pursuant to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire will be required to complete an Employment Verification Certification (Form I-9). Individuals employed in executive-level positions or in positions subject to Peace Officer Standards and Training must be citizens or permanent residents of the U.S.

Convictions. Felony and misdemeanor convictions **MAY BE** disqualifying.

Drug and Alcohol Policy. The use of illicit drugs and alcohol is not permitted in the workplace. This County policy is vigorously enforced. Employees who violate this policy are subject to disciplinary procedures which include termination.

Educational Requirements. For U.S. college or university degrees to be considered, the institution or program must be accredited by an agency recognized by the U.S. Department of Education. For degrees received outside of the U.S. to be considered, applicants must submit an educational evaluation report from a member of the National Association of Credential Evaluation Services.

Equal Employment Opportunity Policy. The County of San Diego is an equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

Pre-Employment Requirements. Appointment to County service is contingent upon successful completion of preemployment medical examinations which include drug and alcohol screening. Positions require a background investigation, which may include a polygraph examination and a psychological evaluation. All candidates must demonstrate the ability to perform the essential functions of the position.

Premiums. Some positions in specified classes pay additional premiums for certain requirements of the position (e.g., night shift, work location), or employee (e.g. bilingual skills, licenses).

Probationary Period. Individuals accepting permanent appointments must successfully serve a 6-month, 12-month, or 18-month probationary period, depending on job classifications. **Promotional Recruitment**. Limited to employees in the County Service who received their appointment from an employment list, individuals on County reinstatement lists, employees on authorized leave of absence, or individuals on re-employment lists as a result of County lay-off. Applicants who terminate County employment will no longer be eligible pursuant to Civil Service rule 2.1.6(k).

Recruitment Appeals. Objections to the recruitment or its parts shall be petitioned in writing to the Director, Department of Human Resources and include specific facts to support the objection and a proposed remedy. The following time limits shall apply: a) Objections to the administration or a part of an examination shall be petitioned to the Director at the time of administration or no later than 5 work days of the of the examination part; b) occurrenc Dijections to the results of an examination hall be petitioned to the Director no later an 10 calendar days from the date results are postmarked.

Written multiple choice answer sheet scoring may be checked within 10 calendar days from the postmark on the test results notice.

Series Recruitment. Applications are accepted on an on-going basis, as employment needs require. Applicants cannot apply more than once under the same recruitment number.

Social Security Card. Must be presented at the time of employment.

Veterans Preference Points. Eligible individuals are those who: have *not* been employed since leaving the military, served within the last 8 years during a time of war or national emergency, and are not retired veterans. Eligible individuals also include: Veterans with a service-connected disability received during a war or campaign; spouses of war veterans who died or were totally disabled. Copies of DD214, Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at the time of application.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. Acceptance of an application does not necessarily mean qualification for the final employment list.

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EDUCATION/TRAINING: Include education/training that demonstrates your qualification(s) for which you are applying. Use the education code number, i.e.: 1, 2, 3 in completing other parts of the application. Verification may be for positions with specific education/training requirements.

CODE	DATES	NAME AND LOCATION	TYPE OF PROGRAM OR COURSE	DIPLOMA/DEGREE/CERTS/UNITS
1	From:	Name:		
_	То:	City: State:		
2	From:	Name:		
2	То:	City: State:		
3	From:	Name:		
3	То:	City: State:		

EXPERIENCE: Include all employment experience for the past ten years. Start with the most recent and work back. Experience may be paid or unpaid, full time or part time. Use the experience code letters, i.e.: A, B, C, D on the left in completing other parts of the application.

CODE		DATES		EMPLOYER'S NAME & ADDRESS		EXPERIENCE
	From:		Address:		Official Title:	
	То:		City:	State: Zip:	Dúties:	
A	Total Yr/Mo:	Hrs /Wk:	Company Name: Contact	CAW		
	Salary:		Name & Phone:		Reason for Leaving:	
	From:		Address:		Official Title:	
В	To:		City:	State: Zip:	Duties:	
D	Total Yr/Mo:	Hrs /Wk:	Company Name:			
	Salary:		Contact Name & Phone:		Reason for Leaving:	
	From:		Address:		Official Title:	
C	то:		City:	State: Zip:	Duties:	
	Total Yr/Mo:	Hrs /Wk:	Company Name:			
	Salary:		Contact Name & Phone:		Reason for Leaving:	
	From:		Address:		Official Title:	
П	то:		City:	State: Zip:	Duties:	
	Total Yr/Mo:	Hrs /Wk:	Company Name:			
	Salary:		Contact Name & Phone:		Reason for Leaving:	
May w	e contact a	all of your emp	loyers listed	? () Yes () No IF NO, please indicate hig	hlighted code lette	r(s):
Other	names for	which you are	known?			

CONSENT TO RELEASE OF INFORMATION: I consent to the release of information for the use in determining my eligibility, qualifications, and selection consideration about my work record, job performance, character, ability and fitness by employers, schools, law enforcement agencies and the other individuals and organizations to authorized employees of the County of San Diego. I hereby release you, your organization, current or previous employers, or others from liability or damage that may result from furnishing the requested information.

CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment considerations by the County of San Diego.

Date:

Page	2





CONFIDENTIAL

The following information is necessary for the County of San Diego to evaluate its hiring practices and to prepare reports for the State and Federal Government as required by law. The information contained will NOT be retained with your application and will NOT be used to make a decision about your employment.



DHR1 05/06



Great Government Through the General Management System - Quality, Timeliness, Value

ADDITIONAL INFORMATION

Please use the entry boxes below if there is additional information you wish to provide.

- Additional Education/Training items

Please number your responses accordingly, continued from the previous page (i.e.: 4, 5, 6...)



- Additional Work History

Please alphabetize your responses accordingly, continued from the previous page (i.e.: E, F, G...)



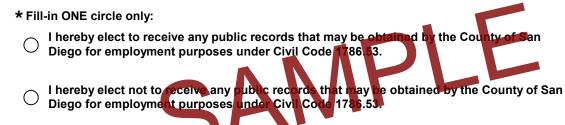


Great Government Through the General Management System - Quality, Timeliness, Value

BACKGROUND INVESTIGATIONS

ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS:

As an applicant for employment or volunteer status, I am aware that the County of San Diego may obtain public records regarding me for employment or promotion purposes. I acknowledge that the term public record as used herein is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.



RESIDENCE HISTORY:

In addition to your current address, please provide the City and State of your residence for the last seven years.

Dates:	City:	State:

RECRUITMENT SOURCES: How did you learn of this job? (Fill ONE bubble only)

	O COMMUNITY/PROFESSIONAL ORGANIZATION (please specify):
○ SCHOOL PLACEMENT	O JOB FAIR (please specify):
O TELEPHONE JOB LINE	O NEWSPAPER (please specify):
O COUNTY BULLETIN BOARD	INTERNET O Sign-On San Diego
○ TELEVISION AD	O Other Internet Site (please specify):
O OTHER (please specify):	



SUPPLEMENTAL APPLICATION FORM

PUBLIC ASSISTANCE INVESTIGATOR TRAINEE Recruitment No. 06572607

Social Security Number

Before completing this application, read the job summary and requirements stated on the job announcement. If you do *not* meet these requirements, do not apply.

The information contained in the employment and supplemental application forms will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Complete these forms carefully, as this is the only information that will be evaluated and scored in establishing the employment list. Sections not applicable to your particular qualifications should be marked N/A to indicate that they have not been overlooked. Do not answer any questions with refer to resume. Please give clear, concise, complete, and legible information. Wherever Code(s) is indicated, refer to page 2 of the employment application and write the education/training number(s) or experience/employer letter(s) that correspond to and support your statements.

MINIMUM QUALIFICATIONS: You must be able to answer YES to section 1-A, 1-B, 1-C or 1-D. If Section 1. you cannot, please do not apply, as your application will be rejected.

Do you possess at least one year of experience performing field investigations in law Α. enforcement, revenue and recovery, tax collection, or in a public prosecution agency? Qualifying experience must include conducting interviews to collect and verify information; compiling and analyzing findings and data; interpreting and applying rules and regulations; and preparing reports for prosecution of cases.

Yes No

Code(s) ______Education/Experience Code(s) from Page 2

Β. Do you possess at least one year of experience in a public social services agency determining initial and continuing eligibility for public assistance?

Yes No

Code(s) ______Education/Experience Code(s) from Page 2

C. Have you completed a California POST certified basic law enforcement training academy? If yes, you must attach a copy of your certificate of completion.

Yes No

Code(s)

Education/Experience Code(s) from Page 2

D. Have you completed the California POST Specialized Investigators' Basic Course? If yes, you must attach a copy of your certificate of completion.

Yes No

Code(s)

Education/Experience Code(s) from Page 2