



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 Penal 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 principals 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 30th, 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.

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 pre-employment 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 occurrence of the examination part; b) Objections to the results of an examination shall be petitioned to the Director no later than 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.



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COUNTY OF SAN DIEGO - DEPARTMENT OF HUMAN RESOURCES

1600 Pacific Highway, Room 207, San Diego, CA 92101-2463 (MS A-8)
General Information: (619) 236-2191
24-hour Job Line: (619) 531-5764
TDD: (619) 531-5362 Toll Free: (886) 880-9374
Fax: (619) 685-2458

Instructions:

- Use ink
- Use Capital letters
- Avoid edges of boxes
- Left justify all entries
- Fill in circles
- Fill out form completely
- * Required Field

A B C 0 1 2 3

Yes: No:

EMPLOYMENT APPLICATION

NOTE: All materials required, if applicable (transcripts, licenses, certificates, etc.) MUST be received immediately upon submitting this application. Failure to submit applicable documents will result in your elimination from the examination process.

* SOCIAL SECURITY NO:

* RECRUITMENT NO:

Grid boxes for Social Security and Recruitment numbers.

* RECRUITMENT TITLE:

Grid boxes for Recruitment Title.

* FIRST NAME:

MI:

Grid boxes for First Name and Middle Initial.

* LAST NAME:

Grid boxes for Last Name.

* MAILING ADDRESS:

Grid boxes for Mailing Address.

* CITY:

* STATE: * ZIP CODE:

Grid boxes for City, State, and Zip Code.

* PHONE NO. UNTIL 5 PM:

PHONE NO. AFTER 5PM:

Grid boxes for phone numbers.

area code

area code

EMAIL (optional):

Grid boxes for email address.

YOU WILL BE CONSIDERED ONLY FOR JOBS WITH WORK CONDITIONS YOU SELECT. PLEASE FILL ALL CIRCLES THAT APPLY.

TYPE OF POSITION YOU WILL ACCEPT:

WORK LOCATIONS YOU WILL ACCEPT:

* You must select at least 1 option

* You must select at least 1 option

- Permanent Full Time
Permanent Part Time
Temporary Full Time
Temporary Part Time

- SAN DIEGO: Downtown, Coastal, Loma Portal, Mission Valley, North Park
SOUTHEAST SAN DIEGO: Market Street/Ocean View Boulevard
CLAIREMONT MESA/KEARNY MESA
SOUTH BAY: Bonita, Chula Vista, Imperial Beach, National City, Otay, San Ysidro
EAST COUNTY: El Cajon, Lakeside, La Mesa, Lemon Grove, Santee, Spring Valley
NORTH COUNTY: Encinitas, Oceanside, Solana Beach, Vista
NORTH COUNTY INLAND: Escondido, Fallbrook, Poway, San Marcos, Valley Center
RURAL EAST COUNTY: Alpine, Boulevard, Campo, Crest, Descanso, Jacumba, Pine Valley, Potrero
BORREGO SPRINGS, JULIAN, RAMONA

TYPE OF WORK SCHEDULE YOU WILL ACCEPT:

* You must select at least 1 option

- Day Time
5 PM to Midnight
Midnight to 8 AM

LANGUAGES IN WHICH YOU ARE FLUENT (OTHER THAN ENGLISH):

- Spanish, Hmong, Vietnamese, Cambodian, Laotian, Farsi, Tagalog, Other:

Questions 1-4 regarding employment status, termination, veteran's preference, and felony convictions.

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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: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		
2	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		
3	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		

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
A	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/> Duties: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
B	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/> Duties: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
C	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/> Duties: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
D	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/> Duties: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	

SAMPLE

May we contact all of your employers listed? Yes No IF NO, please indicate highlighted code letter(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.

Signature: _____

Date: / /

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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.

ETHNIC GROUP: Please fill-in the bubble which best identifies you.

- BLACK** All persons having origins in any of the original Black racial groups of Africa.
- HISPANIC** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER** All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE** All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural affiliation or community recognition.
- WHITE (not of Hispanic Origin)** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

GENDER:

- MALE**
- FEMALE**

DATE OF BIRTH:

		/			/				
Month			Day			Year			

SAMPLE





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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...)

SAMPLE

- Additional Work History

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

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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.

* Fill-in ONE circle only:

- I hereby elect to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.
- I hereby elect not to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.

SAMPLE

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)

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

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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.

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

- A.** Do you possess at least 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.

Yes No

Code(s) _____

Education/Experience Code(s) from Page 2

- B.** 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