



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Associate Management Auditor	<b>Position Number:</b> 835-433-4159-705
<b>Division/Office/Section:</b> Recycling / Recycling Program Enforcement Branch / Investigations Northern California Unit	
<b>Location:</b> Sacramento	<b>Effective Date:</b> 01/02/2015
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b>	
<b>Collective Bargaining Identifier (CBID):</b> R 01	

*This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.*

**POSITION DESCRIPTION:**

Under the direction of a Staff Management Auditor, the Associate Management Auditor will conduct inspections, audits and field investigations of recycling centers, persons and entities in the recycling industry to determine whether there is evidence of activities that result in fraudulent payments from the California Beverage Container Recycling Fund. The incumbent also collaborates with the California Department of Justice, local law enforcement agencies, and other State departments on criminal and civil enforcement cases. The position requires travel of up to 75%.

**ESSENTIAL FUNCTIONS**

- 30%** Independently, or as lead, conduct investigations on recyclers, processors, or other program participants to determine whether there is evidence of fraudulent or improper California Redemption Value (CRV) payments. The incumbent conducts site inspections; interviews; reviews of consumer purchase records for alteration, falsification, or recordkeeping violations; reconciles consumer purchase records or other program required records to improper or fraudulent CRV reimbursement claims; conducts consumer transaction surveys to observe recycler operations and measure purchase volumes; prepares comprehensive investigation reports and all other supporting reports. The investigation reports form the basis for administrative action or referral for criminal prosecution.
- 25%** Inspect materials delivered to processor facilities for CRV reimbursement, and determine whether the material is eligible for CRV payment. Review associated claims to determine whether the CRV claimed by the participant is supported by the CRV beverage container content of the load. Review purchase records to determine whether they support associated claims. Document findings associated with the claim and obtain and secure evidence. Compile and analyze any relevant data found during inspections of processor facilities. Provide Spanish-English bilingual translation services.
- 15%** Investigate and follow up on fraud leads received from the toll-free fraud tip line, CalRecycle website, Data Management Unit, and other internal and external sources.
- 10%** Conduct Fraud Detection Reviews (FDR). FDRs are limited scope reviews conducted to determine whether there is evidence of fraud indicators and whether a comprehensive investigation is required.
- 5%** Conduct field observations of certified and non-certified participants, including surveillance to document evidence of activity associated with improper CRV payments or fraudulent claims. The purpose of observations is to identify individuals, vehicles, sources of ineligible material, and entities involved with fraudulent activity. Documentation includes surveillance reports, photographs, video, and interview reports. Prepare referrals to law enforcement agencies for investigation and prosecution.
- 5%** Consult and coordinate with CalRecycle Review and Remedy Unit and legal staff on accusations, case, and hearing preparation. Consult and coordinate with criminal prosecuting attorneys on case and trial preparation.

- 5% Update case information related to compliance activities in case management system and interface with other CalRecycle program areas in DORIIS.

**MARGINAL FUNCTIONS**

- 5% Provide support on special enforcement projects as needed.