



## DUTY STATEMENT

<b>Classification:</b> Staff Services Management Auditor		<b>Position Number:</b> 835-434-5841-715
<b>Division/Office/Section:</b> DOR/Recycling Program Enforcement Branch/Investigations Section-South		
<b>Location:</b> 5777 W. Century Blvd., Suite 1555, Los Angeles, CA 90045	<b>Effective Date:</b> 07/01/2015	
<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 close supervision of the Senior Management Auditor, the Staff Services Management Auditor will assist or independently conduct inspections, audits, and field analyses of processors, recycling centers, and other certified or registered entities in order to deter, prevent, detect, mitigate, and investigate activities that may result in fraudulent payments from the California Beverage Container Recycling Fund. This position may include weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Assignments may require up to 90% travel throughout the year.

**ESSENTIAL FUNCTIONS**

- 45%** Assist or independently inspect materials delivered to processor facilities for California Redemption Value (CRV) reimbursement to 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, obtain and secure evidence. Gather and analyze any relevant data found during inspections at processor facilities. Conduct inspections and record review of participants on prepayment controls. Audit, validate, and oversee the inspection/preparation of claims submitted for CRV by Drop-off or Collection Program, Community Service Program, and Curbside Program for material delivered to processor facilities. Issue Finding Notices such as NONC/NOV (Notice of Violations) to processors and recycling centers for non-compliance. Update case information in the Division of Recycling Integrated Information System (DORIIS) and interface with other CalRecycle program areas. Input case development information for preliminary casework, perform case updates in DORIIS, scan and attach documents, enter service charges, and notes. Prepare referrals for comprehensive investigations of program participants or referrals to the Department of Justice for criminal prosecutions.
  
- 20%** Review and validate Import Material Report (IMR)/Proof of Inspections documents required to accompany loads of imported empty beverage container materials delivered to the processors. Reconcile inventory at processors, audit and validate the sale of all materials including out-of-state used beverage containers by the processors, and follow-up with end users to ensure the proper/final disposition of the material. Validate authorization to cancel. Forward any IMR information/leads to the Imported Empty Beverage and Inspection Program Unit.
  
- 15%** Conduct Claim Volume Report Reviews to detect unusually high volume and/or anomalous characteristics in program participant reporting/payment data. Conduct limited scope reviews of program participants, also known as Fraud Detection Reviews, to identify any fraud indicators and whether a comprehensive investigation is required. Prepare a recommendation with supporting evidence and documentation for a comprehensive investigation.
  
- 10%** Assist investigation staff by accompanying them on select field visits to conduct Consumer Transaction Profiles. Assist Investigative Auditors with following up on fraud leads by conducting field observations of certified participants.

## **MARGINAL FUNCTIONS**

- 05%** Consult and coordinate with CalRecycle legal staff on accusations, cases, and hearing preparation. Consult and coordinate with criminal prosecuting attorneys on case and trial preparation. Testify in administrative hearings and criminal proceedings.
  
- 05%** Provide support on special projects as needed.



## DUTY STATEMENT

<b>Classification:</b> Staff Services Management Auditor <i>(Bilingual-Spanish)</i>	<b>Position Number:</b> 835-434-5841-715
<b>Division/Office/Section:</b> DOR/Recycling Program Enforcement Branch/Investigations Section-South	
<b>Location:</b> 5777 W. Century Blvd., Suite 1555, Los Angeles, CA 90045	<b>Effective Date:</b>
<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 close supervision of the Senior Management Auditor, the Staff Services Management Auditor will assist or independently conduct inspections, audits, and field analyses of processors, recycling centers, and other certified or registered entities in order to deter, prevent, detect, mitigate, and investigate activities that may result in fraudulent payments from the California Beverage Container Recycling Fund. This position may include weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Assignments may require up to 90% travel throughout the year.

**ESSENTIAL FUNCTIONS**

- 45%** Assist or independently inspect materials delivered to processor facilities for California Redemption Value (CRV) reimbursement to 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, obtain and secure evidence. Compile and analyze any relevant data found during inspections at processor facilities. Conduct inspections and record review of participants on prepayment controls. Audit, validate, and oversee the inspection/preparation of claims submitted for CRV by Drop-off or Collection Program, Community Service Program, and Curbside Program for material delivered to processor facilities. Issue Finding Notices such as NONC/NOV (Notice of Violations) to processors and recycling centers for non-compliance. Update case information in the Division of Recycling Integrated Information System (DORIIS) and interface with other CalRecycle program areas. Input case development information for preliminary case work, perform case updates in DORIIS, scan and attach documents, enter service charges, and notes. Prepare referrals for comprehensive investigations of program participants or referrals to the Department of Justice for criminal prosecutions.
  
- 20%** Review and validate Import Material Report (IMR)/Proof of Inspections documents required to accompany loads of imported empty beverage container materials delivered to the processors. Reconcile inventory at processors, audit and validate the sale of all materials including out-of-state used beverage containers by the processors, and follow-up with end users to ensure the proper/final disposition of the material. Validate Authorization to cancel. Forward any IMR information/leads to the Imported Empty Beverage and Inspection Program Unit.
  
- 15%** Conduct Claim Volume Report Reviews to detect unusually high volume and/or anomalous characteristics in program participant reporting/payment data. Conduct limited scope reviews of program participants also known as Fraud Detection Reviews, to identify any fraud indicators and whether a comprehensive investigation is required. Prepare a recommendation with supporting evidence and documentation for a comprehensive investigation.
  
- 10%** *Provide Spanish/English verbal/written bilingual translation services for the Department.* The incumbent will translate documents and notices that are provided to certified and non-certified entities/stakeholders regarding enforcement and statutory changes. Provide in-office or field verbal translation service for non-Spanish speaking staff/interagency partners that must interact with Spanish speaking certified and non-certified entities/stakeholders regarding

enforcement related issues. Assist or conduct training in Spanish on behalf of the Department regarding enforcement efforts.

### **MARGINAL FUNCTIONS**

- 05%** Consult and coordinate with CalRecycle legal staff on accusations, cases, and hearing preparation. Consult and coordinate with criminal prosecuting attorneys on cases and trial preparation. Testify in administrative hearings and criminal proceedings. Assist investigation staff by accompanying them on select field visits to conduct Consumer Transaction Profiles. Assist Investigative Auditors with following up on fraud leads by conducting field observations of certified participants.
  
- 05%** Provide support on special projects as needed.