

Position: Benchmark Job #365  
Ministry: Social Services  
Working Title: Ministry Investigator  
Branch: Field Operations  
Level: Range 21  
Location: Victoria  
NOC Code: 6463

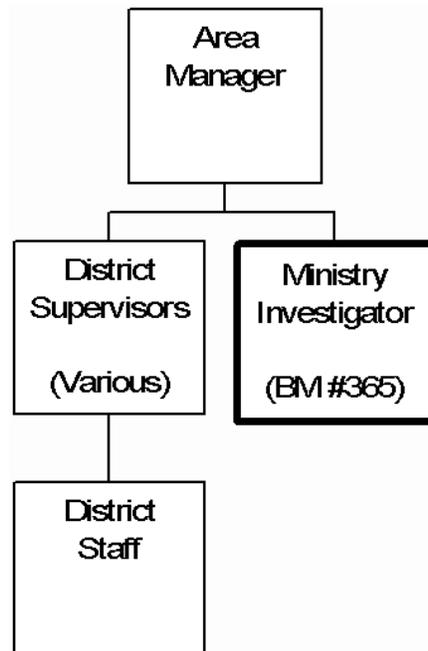
## PRIMARY FUNCTION

To investigate allegations of irregularities/fraud in the administration of income assistance programs.

## JOB DUTIES AND TASKS

1. Investigates all types of allegations of irregularities in the administration of income assistance programs
  - a. assesses referrals and determines if they are a civil or eligibility matter and what action is warranted
  - b. assesses if resolution is possible without full investigation, ensures further investigation is carried out
  - c. obtains information from appropriate worker(s) and maintains contact as investigation proceeds
  - d. interviews persons to search out evidence in accordance with BC and Canada Evidence Acts
  - e. records comments and reactions and assesses their significance in the case
  - f. reviews and assesses forms, cheques, and other documents representing evidence in the case
  - g. prepares report assessing facts of case and recommends course of action to non-technical supervisor
  - h. prepares appropriate documentation and submits physical evidence for forensic analysis
2. Screens investigations to select those suitable for prosecution
  - a. calculates overpayments, confirms relevant allegations, and locates and confirms sources of income
  - b. verifies or disproves information/documents supplied by client
  - c. reviews ministry files and requests forensic examination of documents
  - d. obtains criminal record and reviews police indices and/or files
  - e. obtains information from government agencies, makes inquiries in community, and interviews client
3. Investigates cases thought suitable for prosecution
  - a. establishes a suspect, where the client's identity is unknown
  - b. confirms identity by taking witness descriptions, conducting photo lineup identifications, forensic examination, and obtaining confessions, where the client is known or a suspect has been identified
  - c. obtains documents by soliciting the cooperation of employers and others
  - d. obtains documents or other evidence, where possible, by preparing information to obtain search warrants and obtaining and executing search warrants, with police assistance if needed
  - e. prepares returns to a Justice of the Peace and requests for detention orders for items seized
  - f. adheres to Criminal Code in return of seized items or requests for extensions of detention orders
  - g. prepares documents/requests for forensic examination, obtains required standards for comparison
  - h. takes statements from witnesses and warned statements from suspects using rules of evidence

- i. determines if arrest is necessary/desirable and makes recommendation to supervisor/Crown Counsel
  - j. maintains a case file and preserves confidentiality of information sources
4. Prepares for court cases
- a. prepares court briefs for prosecution, assists Crown Counsel by preparing Crown Counsel reports, and participates in the determination of charges
  - b. marks and preserves exhibits for court and/or forensic examination
  - c. prepares a chronological report for Crown Counsel including important points or weak points in case
  - d. prepares Notices of Intention for the production of documents under Canada/BC Evidence Acts
  - e. testifies about ministry procedures, personal involvement, calculation of overpayments, and Ministry of Finance cheque cashing policies and procedures in regard to GAIN benefits
5. Resolves cases unsuitable for prosecution or where resolution before prosecution is possible
- a. recommends and arranges for recovery of an overpayment or improperly used monies
  - b. recommends termination of benefits payable or carries out other appropriate measures as directed
6. Performs other related duties
- a. prepares reports on gaps or deficiencies in security of financial assistance programs
  - b. conducts training programs and workshops for FAW's, clerical, and other ministry staff
  - c. drives to gather evidence, interview witnesses and attend court



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the principles of criminal investigation to interpret and apply income assistance and criminal law legislation to investigate allegations of irregularities in the administration of income assistance programs, determine suitability of cases for prosecution and pursue investigation of these cases, determine if arrest is necessary and recommend a course of action and assist Crown Counsel to prepare case for court.</p>	G	250
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to apply structured study and analysis of evidence and interpretation of income assistance and criminal law, to choose an approach using accepted investigation techniques to independently conduct technically exacting and methodical investigation of evidence in preparation for potential criminal prosecution.</p>	F	175
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Persuasion required to use basic counselling skills to interview and take statements from witnesses and alleged suspects.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Moderate coordination and dexterity required to drive vehicle to gather evidence, interview witnesses and attend court.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by income assistance policies and criminal law legislation, applies accepted investigative methods in a different way to determine most appropriate way to investigate case, gather evidence and recommend a course of action to proceed with prosecution or resolve case out of court.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Considerable financial responsibility to plan and conduct financial investigations.</p>	F	43

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7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>	E	33
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to provide formal training to FAW's , administrative staff and other ministry staff.</p>	B	9
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>Limited care and attention to drive light vehicle as the driver of convenience to gather evidence, interview witnesses and attend court.</p>	B	10
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused sensory concentration to frequently listen and observe while conducting investigation to gather evidence.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Moderate physical effort to frequently focus visual attention to view computer screens and printed material while examining client files, and evidence and preparing case reports.</p>	C	12
12	<p><b>SURROUNDINGS</b></p> <p>Exposure to frequent unpleasant dealings with income assistance clients.</p>	C	6
13	<p><b>HAZARDS</b></p> <p>Significant exposure to hazards from frequent exposure to the possibility of physical violence from income assistance clients while conducting interviews and gathering evidence.</p>	D	9

Total Points: 739

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