

DEPUTY INSPECTOR GENERAL, INVESTIGATIONS

DEFINITION

Assist the Inspector General in planning, directing, organizing, and managing the activities and functions of the Office of Investigations. Supervises, coordinates, and conducts complex and sensitive investigations into potentially criminal and noncriminal cases.

TYPICAL DUTIES

Manages the Office of Investigations.
Keeps the Board of Education and Superintendent informed on investigation-related matters.
Signs and issues investigation reports and other investigation products as delegated by the Inspector General.
Makes presentations at Board and Committee meetings.
Participates in training programs of District staff.
Serves as the principal advisor to the Inspector General on investigative matters with responsibility for directing a staff of investigators in the accomplishment of potentially criminal and noncriminal cases.
Ensures investigations are handled with tact, discretion, and professionalism.
Directs and/or conducts extremely difficult, complex, and sensitive investigations of allegations of irregularities, fraud, collusion, conflicts of interest, and improprieties on the part of District employees, contractor personnel, or others in connection with District programs.
Provides professional advice, consultation, and guidance and recommends appropriate actions to correct noted deficiencies in the program or function being investigated.
Ensures the protection, storage, and destruction of all information concerning the subjects of investigations consistent with the policies of the Public Records Act and the Privacy Act.
Ensures each subordinate investigator maintains investigative files in accordance with internal operating procedures.
Analyzes and reviews all preliminary and final investigative reports to ensure compliance with investigative directives, standards, and guidelines.
Prepares statements of fact developed in the course of the investigation for possible referral to the U.S. Attorney, Attorney General, District Attorney, or City Attorney.
Conducts in-service programs for District personnel regarding fraud prevention and awareness programs.
Ensures the Fraud Hotline is properly and effectively operated.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.

The Deputy Inspector General, Audits plans, directs, organizes, and manages the functions of the Office of Audits or the Office of Contract Audits.

The Inspector General directs and manages audits and investigations.

A Supervising Investigator plans, directs, organizes and reviews broad investigative strategies; supervises the investigators and investigations assigned to his/her group; assigns investigations and projects to the investigators in his/her group.

SUPERVISION

General direction is received from the Inspector General. General supervision is exercised over subordinate professional investigators and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative fraud techniques
- Criminal law, civil law, rules of evidence and expert witness matters
- White-collar crimes
- Principles of supervision and personnel management

Ability to:

- Recognize relevant and material information
- Effectively analyze and interpret data
- Express sensitive and complex information clearly, in writing and orally
- Prepare clear, concise, and conclusive reports
- Maintain confidentiality of evidence gathered
- Work effectively with a wide range of District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional professional-level experience as a criminal investigator or detective with a local, state or federal law enforcement agency may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met. In addition, a Certified Fraud Examiners certificate or at least five years of law enforcement experience (criminal investigator or detective) is required.

Experience:

Five years of professional-level criminal investigation or detective experience with a local, state or federal law enforcement agency, including two years of supervisory experience.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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