

MAJOR FUNCTION

This is a professional position responsible for conducting internal investigations within the Investigations Division of the Office of the Inspector General. Work is performed under the administrative direction of a higher-level Investigator. The work is reviewed through analysis and evaluation of work products.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

An Investigator reviews complaints, develops comprehensive investigative action plans that outline appropriate techniques to gather and assess evidence, conducts investigations, interviews and obtains sworn statements, interprets and applies state statutes, City policies, and rules related to allegations of fraud, waste, abuse, mismanagement, or misconduct. Work requires the collection and management of documents and supporting materials associated with investigations. Prepares professional and detailed reports of investigation findings, presenting well-reasoned recommendations to the City Auditor/Inspector General, City leadership, and other appropriate stakeholders. Meets with management to discuss investigation results, provides insight, recommendations, and addresses other concerns as appropriate. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Knowledge of investigative techniques and interview skills. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules, policies, or procedures. Ability to conduct independent and comprehensive research and evaluations that provide meaningful recommendations and alternatives. Ability to maintain a high level of confidentiality, make sound decisions, and apply good judgment. Ability to accurately document observations and actions. Ability to summarize information, communicate complex concepts in lay terms, and express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the OIG. Skills in using personal computers and associated programs and applications are necessary for successful job performance. Interview skills to include oral communication and active listening.

Minimum Training and Experience

Possession of a bachelor's degree and three years of investigative team member experience or an equivalent combination of training and experience. One year of the required experience must have been in an Office of Inspector General or an Office of Internal Affairs participating in investigations involving an organization's employees.

Necessary Special Requirement

At the discretion of the City Auditor/Inspector General, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Must be eligible to become a notary public in Florida at the time of appointment.

Possession of a CFE and/or CIGI certificate at the time of appointment is preferred.

Established: 09-29-23

Revised: 11-17-23