

**MAJOR FUNCTION**

This is a highly professional position within the Office of Inspector General, (OIG) responsible for conducting administrative internal investigations, involving City of Tallahassee employees and operations, into allegations of fraud, waste, abuse, mismanagement and misconduct. These investigations may include complaints which fall under Section 112.3187(5), Florida Statutes, Whistleblower Act. Work requires independent judgment and discretion with respect to matters of significance, strict accountability to protect confidential information created, obtained and used by the OIG and the highest levels of integrity and respect to ensure fairness and objectivity throughout the investigative process. An employee in this position obtains, analyzes and appraises evidence in order to determine and provide conclusions of facts in detailed reports of investigations for use by appropriate City leadership. Work is performed under the general supervision of the Deputy Inspector General and reviewed through analysis and evaluation of work products.

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

Reviews complaints to identify next appropriate actions. Develops detailed investigative action plans which outlines appropriate investigative techniques to gather and assess evidence based on reported allegations. Plans and conducts investigations, inquiries, and reviews of alleged violations of state statutes, rules, regulations, policies, procedures, contracts and complaints of fraud, waste, abuse, mismanagement and misconduct. Conducts interviews and obtains sworn statements from complainants, witnesses and subjects. Interprets and applies state statutes, city policies, procedures and rules as they relate to allegations of fraud, waste, abuse, mismanagement or misconduct. Prepares professional, grammatically correct and detailed reports of investigations for submission to the Inspector General and appropriate City leadership. Ensures documents and other evidence associated with investigations are collected and handled in an appropriate manner. Serves as the office Accreditation Manager by reviewing, analyzing and evaluating case files to ensure compliance with the Commission for Florida Law Enforcement Accreditation Standards Manual for Inspectors General offices. Ensure investigations meet Accreditation Standards during the three-year reaccreditation cycle.

**Other Important Duties**

Collects and analyzes documents and disseminates data. Conducts reviews and analyses of matters which are frequently complex in nature. May provide management recommendations for improvement based on issues identified during investigations. Perform other duties as required.

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

Thorough knowledge of investigative techniques. Experience in interviewing witnesses, complainants, subjects and obtaining sworn statements. Experience in interpreting violations of laws, rules, policies or procedures. Experience in summarizing information and writing detailed reports. Ability to maintain a high level of confidentiality, make sound decisions and apply good judgment. Experience working with computer-based software such as word

processing, database and spreadsheet applications. Skilled in oral communication and active listening. Ability to accurately document observations and actions. Ability to maintain effective working relationships with others and maintain a positive image of the OIG. Experience assessing complaints to identify appropriate actions as well as Whistleblower protections.

Minimum Training and Experience

Possession of a bachelor's degree and five (5) years of investigative experience with three (3) years spent in an Office of Inspector General, Internal Affairs or similar/equivalent (i.e. conducting investigations involving an organization's employees.)

Necessary Special Requirement

At the Inspector General's discretion, 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.

Must possess a Certified Fraud Examiner and/or Certified Inspector General Investigator certificate at time of appointment.

Established: 07-22-20