

## SPECIAL ASSISTANT TO THE INSPECTOR GENERAL

### DEFINITION

Assists the Inspector General by coordinating, monitoring, and directing a variety of administrative and analytical activities related to audits, investigations, and special reviews conducted by the Office of the Inspector General.

### TYPICAL DUTIES

- Directs, oversees, and coordinates special projects, planning activities, and goals at the discretion of the Inspector General.
- Plans and coordinates studies and activities related to investigative and audit findings as well as policy recommendations and strategies for addressing recurring issues of fraud, waste, and abuse District-wide and/or for selected District programs.
- Advises the Inspector General and staff on District regulations, policies, and procedures.
- Initiates and prepares press releases, position papers, correspondence, and other materials that are related to the Office of the Inspector General for release to the media and the public.
- Represents the Office of the Inspector General, conducts meetings and makes oral presentations regarding activities to the media and the public.
- Consults with and advises the Inspector General on strategies for implementing policies and procedures related to the investigation of fraud, crimes involving financial accounting, audits, and special reviews.
- Reviews proposed legislation, analyzes the effects on selected District issues, and makes recommendations to the Inspector General.
- Coordinates activities related to the Office's Quality Assurance Program.
- Assists the Inspector General in the development, revision, and monitoring of the Office's strategic plans, policies and procedures, and performance management measures.
- Directs the preparation and publishing of reports, bulletins, and procedures manuals and edits for form, content, grammar, syntax, and style.
- Coordinates with office staff in developing various reports including Monthly and Annual Reports to the Board of Education.
- Provides oversight of all administrative functions of the Office of the Inspector General, to include budget planning and management, payroll oversight, SAP approval, and P-card transactions.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Inspector General performs high-level administrative duties and coordinates, plans, and directs activities related to the Office of the Inspector General.

The Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

The Special Assistant to the Chief Information Officer is a single-position classification and performs high-level administrative duties and coordinates, plans, and directs activities related to the Information Technology Division.

## SUPERVISION

General direction is received from the Inspector General or Deputy Inspector General. Supervision will be exercised over lower-level professional and clerical staff on individual projects.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices related to the administration of an Office of the Inspector General
- Principles of supervision and personnel management
- Fraud investigative techniques
- Principles and practices of business and public administration, particularly as related to organization and management, planning, research and budget
- Criminal law, civil law, rules of evidence, and expert witness matters
- Crimes involving accounting and financial activities
- Research techniques, including statistical analysis and graphic presentations
- Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
- Administrative organization of the Los Angeles Unified School District

### Ability to:

- Represent the Inspector General regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze and implement laws, systems, and procedures
- Prepare clear, concise reports and make appropriate recommendations
- Maintain confidential information
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business or public administration, or a related field. A master's degree in business or public administration, or a related field is highly preferable.

### Experience:

Five years of experience in a managerial or professional position with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, and report writing. Professional-level experience participating in internal auditing or fraud-related investigations is preferable.

### Special:

- Possession of a Certified Public Accountant (C.P.A.), Certified Internal Auditor (C.I.A.), or Certified Fraud Examiner (C.F.E.) degree/certificate is preferable.
- A valid California Driver License.
- Use of an automobile

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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