

## INVESTIGATOR

### DEFINITION

Conducts and/or participates in investigations into potentially criminal and non-criminal cases assigned by the Inspector General; the Deputy Inspector General, Investigations; the Director of the Student Safety Investigation Team, or a Supervising Investigator.

### TYPICAL DUTIES

Examines 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. Investigates any violation of or noncompliance with requirements of District policies, legislation and/or administrative rules and regulations pertaining to the programs administered by the District.

Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated.

Examines a wide variety of records, procedures, and systems of internal control to detect fraudulent activities or improprieties.

Conducts investigative interviews of witnesses, informants, suspects, custodians of records, and public and private persons at all levels.

Prepares written correspondences, memoranda, reports of investigation, and investigative summaries.

Assists in the preparation of statements of fact developed in the course of the investigation for possible referral to the U.S. Attorney, District Attorney, City Attorney, or other prosecutorial authorities.

Conducts or participates in in-service programs for District personnel regarding fraud prevention and awareness programs.

Researches data through database systems and sorts, retrieves, interprets data to identify information pertinent to investigations, and compiles related reports.

Conducts or participates in the investigation of Fraud Hotline calls.

May assist with answering Fraud Hotline calls and developing and maintaining logs of calls received and status of such calls, as required.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Investigator participates in and conducts investigations regarding possible fraudulent activities and violations of District policies.

A Senior Investigator acts as a leader of an investigative team and plans and conducts complex and sensitive investigations regarding possible fraudulent activities violations of District policies.

An Investigative Assistant provides technical support to investigators in planning and conducting complex and sensitive investigations regarding policy violations, possible fraudulent activities, and manages the District's Fraud Hotline.

## SUPERVISION

General and technical supervision is received from the Deputy Inspector General, Investigations or a Supervising Investigator. Work direction is received from a Supervising Investigator.

## CLASS QUALIFICATIONS

### Knowledge of:

- Investigative fraud techniques
- Criminal law, civil law, rules of evidence, and expert witness matters
- White-collar crimes
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

### Ability to:

- Conduct thorough investigations
- Question witnesses, informants, suspects, and others
- Analyze and interpret data
- Prepare clear and conclusive reports
- Maintain confidentiality of evidence gathered
- Work effectively with a wide range of District personnel and the public
- Manage a heavy workload

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met. A Certified Fraud Examiners certificate or at least three years of law enforcement experience conducting investigations is preferable.

### Experience:

Three years of law enforcement experience conducting investigations or three years of experience conducting internal investigations of alleged fraud, waste, and abuse in a public agency.

### Special:

- 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.