

SUPERVISING INVESTIGATOR

DEFINITION

Assists the Deputy Inspector General, Investigations or the Director of the Student Safety Investigation Team in managing, planning, directing, organizing, and reviewing the activities and functions of the Office of Investigations or the Student Safety Investigation Team and directs an investigative team that conducts investigations of administrative, civil or criminal cases assigned by the Deputy Inspector General, Investigations, or the Director of the Student Safety Investigation Team.

TYPICAL DUTIES

Supervises investigations regarding allegations of criminal activity, irregularities, fraud, collusion, conflicts of interest, and improprieties on the part of District employees, contractor personnel or others in connection with District programs.

Supervises investigations regarding any violation of, or noncompliance with the requirements of District policies and/or administrative rules and regulations pertaining to the programs administered by the District.

Ensures investigators obtain facts and develop evidence from all sources to establish the extent and nature of violations being investigated.

Provides supervision and guidance to investigators and other lower level staff members.

Reviews written correspondences, memoranda, reports of investigations and investigative summaries.

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

Supervises or conducts in-service training for District personnel regarding fraud prevention and awareness programs.

Supervises the Fraud Hotline.

Supervises investigations involving the Whistleblower Protection Act.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Investigator plans, directs, organizes and supervises the investigators and investigations assigned to his/her group.

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

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

SUPERVISION

General direction is received from the Deputy Inspector General, Investigations or the Director, Student Safety Investigation Team. Supervision is exercised over Senior Investigators, Investigators, and Investigative Assistants, and other assigned staff members.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative procedures and techniques
- Civil and criminal law, fraud auditing, rules of evidence, and expert witness matters
- Federal and California State Penal Code provisions relating to economic crimes
- Principles of supervision and personnel management
- Board and Personnel Commission rules pertaining to disciplinary actions and grievance procedures
- District organization, programs, policies, regulations, and procedures
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Supervise, direct, and coordinate complex investigations
- Recognize relevant and material information
- Establish investigative priorities and assign investigative personnel
- Effectively analyze and interpret data
- Express sensitive and complex information clearly, in writing and orally
- Supervise the preparation of clear, concise, and conclusive reports
- Work effectively with a wide range of District personnel and the public
- Communicate effectively with individuals and groups

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 evidence of equivalent educational proficiency is met. A Certified Fraud Examiners certificate or at least four years of law enforcement experience conducting investigations is preferable.

Experience:

Four years of law enforcement experience conducting investigations or four years of experience conducting internal investigations of alleged fraud, waste, and abuse in a public agency; including two years of providing work direction.

Special:

A valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.

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.