

## DEPARTMENT OF DESIGN AND CONSTRUCTION (850)

**INVESTIGATOR (EMPLOYEE DISCIPLINE)****Duties and Responsibilities**

This class of positions encompasses the performance of highly confidential and sensitive investigations and studies concerning the administrative misconduct and incompetency of agency officials or employees; violations of Agency/City rules and regulations by same, and the development and implementation of plans and programs for the control and prevention of misconduct or incompetent practices, including internal security. There are three Assignment Levels within this class of position based upon the level of responsibility and/or technical expertise required. All personnel perform related work.

**Assignment Level I**

Under supervision, with latitude for independent action and decision, performs surveillances, interrogates, subjects and witnesses, examines and analyzes employee records. Maintains case records, prepares reports, analyzes agency records. Makes recommendations as to appropriate action to be taken following investigation. Testifies at hearings. May testify at court proceedings. May work in close coordination with City investigatory agencies. Analyzes and evaluates existing and proposed agency procedures. Conducts security surveys of agency operations and facilities. Develops security plans. Performs training in detection and control procedures to limit misconduct and incompetency to other agency staff.

**Assignment Level II**

Under general supervision, with considerable latitude for independent action and decision, performs work as described above in cases requiring a high degree of specialization and/or technical expertise. Supervises a small unit of subordinates performing duties as indicated in Assignment Level I above. Trains subordinates in basic investigative methodologies. Interprets rules, regulations, codes, and policies for subordinates. Assists in the supervision of a large unit performing investigations. In the temporary absence of the supervisor, may perform the duties of that position.

**INVESTIGATOR (EMPLOYEE DISCIPLINE)** (continued)**Assignment Level III**

Under direction, with wide latitude for independent action and decision, supervises a large unit performing disciplinary investigations. Advises subordinates on difficult matters and interprets rules, regulations, codes and policy for the guidance of the investigating staff. Serves as consultant in the investigation of difficult cases. Plans and coordinates investigation of difficult cases. Plans and coordinates investigation schedules and assignments. Prepares, reviews, evaluates and acts on all reports and recommendations submitted for administrative actions. Supervises training and programs. Conducts highly complex or special investigations. In the temporary absence of the supervisor, may perform the duties of that position.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science and security, or in a major operational area of the agency in which the appointment is to be made; or
2. A baccalaureate degree from an accredited college; or
3. Education and/ or experience equivalent to "1" or "2" above.

**Lines of Promotion**

None. This position is classified in the Non-Competitive Class.