

DEPUTY INSPECTOR GENERAL

General Statement of Duties and Responsibilities

This is a management class of positions.

Under general direction of the Inspector General, with wide latitude for independent initiative and judgment, serves as the deputy to an Inspector General; manages a large staff, either performing highly confidential and sensitive investigations and studies involving possible corruption, misconduct or other illegal, unethical or improper activities by officials, employees, contractors or other persons or organizations which either receive money from or through the agency or are regulated by it, or developing and implementing programs for the prevention and control of such activities; performs related work.

Examples of Typical Tasks

Plans, directs and controls a portion of all investigations and studies in an assigned agency involving possible corruption, misconduct or illegal, unethical or improper practices by agency officials, employees, contractors, or other persons or organizations which receive money from or through the agency or are regulated by it.

Supervises the collection and safeguarding of all information and evidence gathered by investigation for possible turnover to an appropriate law enforcement agency.

Supervises the preparation of reports required to be prepared under the City Charter and applicable Executive Orders.

Consults with governmental law enforcement and regulatory agencies concerning investigations.

Oversees the preparation of programs and security plans for the prevention and control of corruption, misconduct, and illegal, unethical, and improper activities within the assigned agency and in the transactions between that agency and the persons and organizations which receive money from or through the agency or which are regulated by it.

Participates in the direction and control of the conduct of surveys to insure the operational and physical security of activities and facilities in the assigned agency.

Oversees the analysis and evaluation of existing and proposed procedures to assure the adequacy of audit trails and other controls, including supervision to deter, detect, control, and prevent corruption, misconduct, and illegal, unethical or improper activities, and to preserve operational and physical security.

DEPUTY INSPECTOR GENERAL (Cont'd)

Examples of Typical Tasks (Cont'd)

Performs highly confidential and sensitive investigations and studies.

Supervises and trains the staff of the Office of Inspector General.

Performs other assignments of a confidential or sensitive nature as directed by the Inspector General.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in investigation, auditing, law enforcement, law, security, management analysis, or in a major operational area of the agency to which the assignment is to be made; at least eighteen months of which must have been in a supervisory, administrative, managerial or executive capacity, and the approval of the Commissioner of Investigation; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the approval of the Commissioner of Investigation and eighteen months of supervisory, administrative, managerial or executive experience; or eighteen months of experience in the exercise of discretion and professional judgment in significant policy matters related to criminal justice or areas particularly relevant to the office of the Inspector General to which the candidate would be assigned.

Lines of Promotion

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