

CONFIDENTIAL INVESTIGATOR (CONFLICTS OF INTEREST BOARD)

Duties and Responsibilities

This class of positions encompasses the management of highly confidential information, reports, and documents required for the administration and enforcement of the conflicts of interest, annual disclosure, legal defense trusts, affiliated not-for-profit organizations, and other applicable laws. There are three Assignment Levels within this class of positions 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, performs work related to the administration and enforcement of the conflicts of interest, annual disclosure, legal defense trusts, affiliated not-for-profit organizations, and other applicable laws. Performs administrative duties and reviews, examines, and analyzes confidential agency, financial, and legal records. Manages and maintains case files, prepares reports and memos, conducts legal research, and performs analyses of confidential data. Operates and maintains electronic filing applications, online database applications, and the agency website. Assists in the investigation of confidential and highly sensitive matters for enforcement proceedings. Develops outreach and training programs and closely coordinates with City agencies and liaisons in the implementation of the law.

Assignment Level II

Under general supervision, with considerable latitude for independent action and decision, performs work as described above in cases requiring specialization and/or technical expertise. Supervises Confidential Investigators performing Assignment Level I duties. Provides training to subordinates on administrative duties, daily tasks, and less complex assignments. Replaces and performs the duties of immediate supervisor during periods of the latter's absence.

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(Continued)

Assignment Level III

Under direction, with wide latitude for independent action and decision, performs work as described above in complex cases requiring a high degree of specialization and/or technical expertise. Supervises Confidential Investigators performing Assignment Level I and Level II duties. Provides training and advises subordinates on confidential and highly sensitive matters requiring specialized knowledge. Assigns projects, organizes schedules, supervises training programs, and reviews the work product of subordinate Confidential Investigators. Assists in the implementation of agency policies and procedures. Replaces and performs the duties of immediate supervisor during periods of the latter's absence.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, 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.