

CONFIDENTIAL AGENCY INVESTIGATOR

Duties and Responsibilities

This is a management class of positions of varying levels of complexity and responsibility encompassing and directing criminal and/or non-criminal, unique, highly confidential and sensitive investigations. All personnel perform related work. The following are typical assignments within this class of positions.

Examples of Typical Tasks

Directs the activities of professional staff of investigators engaged in the performance of confidential, highly complex, and/or special investigations involving surveillances, interrogation of subjects and witnesses, and examinations and analysis of financial, public or agency records.

Directs investigations involving the possible corruption, misconduct, or other illegal, unethical or improper activities of agency officials or employees or entities doing business with the agency; as well as illegal, fraudulent, or improper uses of City property.

Prepares, reviews, evaluates, and acts on all reports, studies and recommendations submitted for administrative action. Makes recommendations and decisions regarding investigations.

Develops and conducts corruption prevention and control programs, security surveys, training programs for agency staff and other city employees, and security plans for agency operations and facilities.

Works in close coordination with federal, state and city investigation and law enforcement agencies. Testifies at hearings and court proceedings.

CONFIDENTIAL AGENCY INVESTIGATOR (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college, and four years of satisfactory full-time experience in the field of investigations, auditing, law enforcement, criminal justice, or in a major operational area of the agency in which the appointment is to be made, 18 months of which must have been in an administrative, managerial or executive capacity or supervising a staff performing investigations or related work; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.