

SPECIAL ASSISTANT TO THE INSPECTOR GENERAL

DEFINITION

Assists the Inspector General by coordinating, monitoring, and directing a variety of administrative and analytical activities related to audits, investigations, and special reviews conducted by the Office of the Inspector General.

TYPICAL DUTIES

Directs, oversees, and coordinates special projects, planning activities, and goals at the discretion of the Inspector General.

Plans and coordinates studies and activities related to investigative and audit findings as well as policy recommendations and strategies for addressing recurring issues of fraud, waste, and abuse District-wide and/or for selected District programs.

Advises the Inspector General and staff on District regulations, policies, and procedures.

Initiates and prepares press releases, position papers, correspondence, and other materials that are related to the Office of the Inspector General for release to the media and the public.

Represents the Office of the Inspector General, conducts meetings and makes oral presentations regarding activities to the media and the public.

Consults with and advises the Inspector General on strategies for implementing policies and procedures related to the investigation of fraud, crimes involving financial accounting, audits, and special reviews.

Reviews proposed legislation, analyzes the effects on selected District issues, and makes recommendations to the Inspector General.

Coordinates activities related to the Office's Quality Assurance Program.

Assists the Inspector General in the development, revision, and monitoring of the Office's strategic plans, policies and procedures, and performance management measures.

Directs the preparation and publishing of reports, bulletins, and procedures manuals and edits for form, content, grammar, syntax, and style.

Coordinates with office staff in developing various reports including Monthly and Annual Reports to the Board of Education.

Provides oversight of all administrative functions of the Office of the Inspector General, to include budget planning and management, payroll oversight, SAP approval, and P-card transactions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Inspector General performs high-level administrative duties and coordinates, plans, and directs activities related to the Office of the Inspector General.

The Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

The Special Assistant to the Chief Information Officer is a single-position classification and performs high-level administrative duties and coordinates, plans, and directs activities related to the Information Technology Division.

SUPERVISION

General direction is received from the Inspector General or Deputy Inspector General. Supervision will be exercised over lower-level professional and clerical staff on individual projects.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices related to the administration of an Office of the Inspector General
- Principles of supervision and personnel management
- Fraud investigative techniques
- Principles and practices of business and public administration, particularly as related to organization and management, planning, research and budget
- Criminal law, civil law, rules of evidence, and expert witness matters
- Crimes involving accounting and financial activities
- Research techniques, including statistical analysis and graphic presentations
- Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
- Administrative organization of the Los Angeles Unified School District

Ability to:

- Represent the Inspector General regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze and implement laws, systems, and procedures
- Prepare clear, concise reports and make appropriate recommendations
- Maintain confidential information
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business or public administration, or a related field. A master's degree in business or public administration, or a related field is highly preferable.

Experience:

Five years of experience in a managerial or professional position with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, and report writing. Professional-level experience participating in internal auditing or fraud-related investigations is preferable.

Special:

- Possession of a Certified Public Accountant (C.P.A.), Certified Internal Auditor (C.I.A.), or Certified Fraud Examiner (C.F.E.) degree/certificate is preferable.
- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

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.

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03-13-25
Transportation
Language Only