

## SENIOR INVESTIGATOR

### DEFINITION

Leads an investigative team and/or conducts investigations into complex or sensitive potentially criminal and/or noncriminal cases assigned by the Inspector General; the Deputy Inspector General, Investigations; Director of the Student Safety Investigation Team; or the Supervising Investigator. Assists the Deputy Inspector General, Investigations, Director of the Student Safety Investigation Team, or the Supervising Investigator in planning, directing, organizing, and reviewing the activities and functions of the Office of Investigations or the Student Safety Investigation Team.

### TYPICAL DUTIES

- Examines and conducts investigations into allegations of irregularities, fraud, collusion, conflicts of interest, and improprieties on the part of District employees, contractor personnel, or others in connection with District programs.
- Investigates any violation of or noncompliance with requirements of District policies, legislation and/or administrative rules and regulations pertaining to the programs administered by the District.
- Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated.
- Examines a wide variety of records, procedures and systems of internal control to detect fraudulent activities or improprieties.
- Conducts investigative interviews of witnesses, informants, suspects, custodians of records, and public and private persons at all levels.
- Provides work direction and guidance to investigators and Investigative Assistants.
- Prepares written correspondences, memoranda, reports of investigation, and investigative summaries.
- Prepares statements of fact developed in the course of the investigation for possible referral to the U.S. Attorney, District Attorney, City Attorney, or other prosecutorial authorities.
- Conducts or participates in in-service programs for District personnel regarding fraud prevention and awareness programs.
- Researches data through database systems and sorts, retrieves, interprets data to identify information pertinent to investigations, and compiles related reports.
- May provide technical assistance to Investigative Assistant and/or assist with answering Fraud Hotline calls and developing and maintaining logs of calls received and status of such calls, as required.
- Conducts or participates in the investigation of Fraud Hotline calls.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Investigator acts as a leader of an investigative team and plans and conducts complex and sensitive investigations regarding possible fraudulent activities and violations of District policies.

The Supervising Investigator plans, directs, organizes and reviews broad investigative strategies; supervises the investigators and investigations assigned to his/her group; assigns investigations and projects to the investigators in his/her group.

An Investigator participates in and conducts investigations regarding possible fraudulent activities and violations of District policies.

## SUPERVISION

General direction is received from a Supervising Investigator. Work direction may be given to subordinate investigators.

## CLASS QUALIFICATIONS

### Knowledge of:

- Investigative fraud techniques
- Criminal law, civil law, rules of evidence, and expert witness matters
- White-collar crimes
- Principles of supervision and personnel management
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

### Ability to:

- Conduct thorough investigations
- Question witnesses, informants, suspects and others
- Recognize relevant and material information
- Effectively analyze and interpret data
- Express sensitive and complex information clearly, in writing and orally
- Prepare clear, concise, and conclusive reports
- Maintain confidentiality of evidence gathered
- Work effectively with a wide range of District personnel and the public
- Manage a heavy workload

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met. A Certified Fraud Examiners certificate or at least four years of law enforcement experience conducting investigations is preferable.

### Experience:

Four years of law enforcement experience conducting investigations or four years of experience conducting internal investigations of alleged fraud, waste, and abuse in a public agency.

### Special:

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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JPK<sup>2</sup>

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