

**MAJOR FUNCTION**

This is a professional position responsible for conducting internal investigations within the Investigations Division of the Office of the Inspector General. These investigations may include complaints which fall under Section 112.3187(5), Florida Statutes, Whistleblower Act. Work is performed under the administrative direction of the City Auditor/Inspector General, Deputy Inspector General, or Investigations Manager. The work is reviewed through analysis and evaluation of work products.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

A Senior Investigator reviews complaints, develops comprehensive investigative action plans that outline appropriate techniques to gather and assess evidence, conducts investigations, interviews and obtains sworn statements, interprets and applies state statutes, City policies, and rules related to allegations of fraud, waste, abuse, mismanagement, or misconduct. Work requires the collection and management of documents and supporting materials associated with investigations. Prepares professional and detailed reports of investigation findings, presenting well-reasoned recommendations to the City Auditor/Inspector General, City leadership, and other appropriate stakeholders. Meets with management to discuss investigation results, provides insight, recommendations, and addresses other concerns as appropriate. Coordinates the work of other investigators or administrative staff on any project as necessary. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of investigative techniques and interview skills. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules, policies, or procedures. Ability to conduct independent and comprehensive research and evaluations that provide meaningful recommendations and alternatives. Ability to maintain a high level of confidentiality, make sound decisions, and apply good judgment. Ability to accurately document observations and actions. Ability to summarize information, communicate complex concepts in lay terms, and express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the OIG. Skills in using personal computers and associated programs and applications are necessary for successful job performance. Interview skills to include oral communication and active listening.

**Minimum Training and Experience**

Possession of a bachelor's degree and three years of investigative experience with two years spent as a Staff Investigator with an Office of Inspector General or an Office of Internal Affairs conducting investigations involving an organization's employees; or an equivalent combination of training and experience.

**Necessary Special Requirement**

At the Inspector General's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Must be eligible to become a notary public in Florida at the time of appointment.

Must possess a Certified Fraud Examiner and/or Certified Inspector General Investigator certificate at time of appointment.

Established: 07-22-20  
Revised: 09-29-23  
11-17-23