

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

10/13/00

SPECIAL INVESTIGATOR, 0602

**Summary of Duties:** For the Police Commission Office of the Inspector General or the controllers Office, a Special Investigator conducts and/or participates in investigations into matters which will potentially involve violation of City policies or of laws which may involve misconduct, possibly criminal in nature, by City employees; or may conduct personnel relate investigations for other City departments; plans investigative strategies and approaches; interviews complainants, witnesses, informant, suspects, City employees, outside law enforcement officials, vendors, and contractors; examines allegations of fraud, collusion, discrimination and conflicts of interest;; prepares oral and written reports on investigative findings; may negotiate settlement and resolution of complaints; may appear in court and administrative proceedings as a witness; analyzes documentary materials including bank records, systems of internal control, telephone records, and radio transmissions; obtains physical and documentary evidence; acts as liaison for department staff, outside agencies, and citizens making appropriate referrals; and does related work.

It is anticipated that positions in the class of Special Investigator will be hired exempt from Civil Service under the provisions of Charter Section 1001(b).

### **Example of Duties:**

- Conducts and/or participates in investigations into matters which will potentially involve violation of City policies or of laws which may involve misconduct, possibly criminal in nature, by City employees for the Inspector General and Controller's office;
- May conduct personnel related investigations for other City departments;
- May conduct discrimination complaint investigations;
- May supervise other special investigators;
- Plans investigative strategies and approaches;
- Interviews witnesses, complainants, informants, suspects, City employees, outside law enforcement officials, vendors, contractors, and members of the public;
- Examines allegations of fraud, collusion, conflicts of interest, discrimination, and other improprieties on the part of City employees, contractor personnel, or others in connection with City programs;
- Investigates any violation of or the noncompliance with requirements of legislation and/or administrative rules and regulations pertaining to programs administered by the City;
- Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated;
- Examines a wide variety of documentary evidence such as bank records, financial records, system of internal control, telephone records, radio transmissions, contractor records, and other relevant records;
- Obtains and reviews records from the Federal Bureau of Investigation, Department of

- Justice, and State and Municipal law enforcement agencies;
- Obtains and reviews records from the State Contracting Board;
- Obtains and reviews records from contractors/vendors doing business with the City;
- Applies appropriate legal principles, personnel policies, procedures and rules when conducting discrimination complaint investigations;
- Prepares oral and written reports regarding witness statements and other investigative findings;
- Recommends corrective action to resolve problems, abuses, and deficiencies;
- Negotiates settlement and resolution of complaints;
- Appears in court and administrative proceedings as a witness;
- Develops and implements new investigative techniques and procedures;
- Acts as liaison for department staff, outside agencies, and citizens making appropriate referrals to the Police Department, Controllers Office, and other City Departments;
- Meets regularly with management in order to keep them apprised of the status of the investigation;
- Assists in the preparation of statements of facts developed in the course of the investigation for possible referral to appropriate law enforcement agencies;
- Conducts in service program for City personnel regarding fraud prevention and awareness programs;
- Conducts or participates in the investigation of Whistle Blower/Hotline calls;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

## **Qualifications**

### **Knowledge of:**

- Proper investigative techniques and procedures for conducting investigations;
- Applicable local, state, and federal laws, rules and regulations governing criminal and discrimination complaint investigations involving city employees, officers, vendors, or contractors;
- Constitutional and statutory provisions;
- Rules of evidence and court procedure;
- Peace officer Bill of Rights;
- Techniques of identifying, preserving and presenting evidence;
- Interviewing techniques and strategies;
- Confidentiality laws and issues such as confidentiality of personnel records and business records;
- Privacy rules;
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents;
- Various technical experts available to assist in an investigation and when to seek such assistance;
- Various rules, regulations, policies, and ordinances as they relate to City employees and contractors/vendors doing business with the City.

Ability to:

- Utilize appropriate investigative techniques;
- Read, comprehend and interpret detailed, complex written material;
- Prepare clear and concise written reports;
- Manage time sufficient to prioritize and combine investigations when practicable to ensure timely completion;
- Handle several investigations at one time;
- Maintain cooperative relations with federal, State, and local law enforcement agencies;
- Work effectively with a wide range of City personnel and the public;
- Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds;
- Work cooperatively as part of a team;
- Remain calm, professional, and focused when interviewing distraught, angry, or combative persons during the investigative process;
- Demonstrate effective interpersonal skills required to discuss matters which are of a sensitive and sometime inflammatory nature;
- Take witness statements;
- Maintain confidentiality of evidence gathered;
- Travel to offsite locations within a reasonable timeframe;
- Communicate effectively orally and in writing.

**Requirements:** It is anticipated that the requirements for any particular position within this class will be tailored to the specific type of investigation.

1. Five years of full time paid sworn experience conducting criminal investigations; **or**
2. Three years of full time paid experience conducting internal investigations of alleged fraud, waste, and abuse; **or**
3. Two years of full time paid experience conducting investigations in the areas of law, journalism, academia, community advocacy, or other related fields.

**License:** A valid California driver's license may be required.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**