



## Job Specification

<b>Job Title: Senior Investigator Board of Ethics</b>	<b>FLSA Type: E</b>	<b>Date Established: 10/19/23</b>
<b>Department: Board of Ethics</b>	<b>EEO Code: 02</b>	<b>Date Revised:</b>
<b>Class Code: 011727</b>	<b>Reports To: Varies</b>	<b>Date Approved:</b>

### **Job Summary**

A person appointed to the position of Senior Investigator is an appointee of the Board of Ethics and serves at the pleasure of the Board. Under the authority of the Executive Director, the Senior Investigator, in daily operations, oversees staff and related matters pending before the Board of Ethics concerning incidents of possible ethics violations by any appointee, employee, individual, contractors, and vendors who provide services to the City within or outside of its offices or facilities.

### **Essential Duties and Responsibilities**

*(may perform other duties as assigned)*

#### **Supervisory Duties**

- Train on investigative procedures, resources, and formats listed below.
- Meet regularly with staff and the Law Department to review case status.
- Review completed reports for accuracy before submission to Executive Director and the Board.
- Complete performance evaluations and address concerns, if needed.
- Develop forms and procedures related to departmental matters.
- Conduct investigations as requested.
- Obtain, implement, and utilize search tools and resources.
- Participate in departmental training to better understand City processes.
- Respond and answer general questions.
- Develop office safety procedures and train staff at the same.
- Act as a liaison for the BOE when the Executive Director is not available.
- Act as backup for Executive Director/Office Coordinator on office and policy and procedures.
- Participate in staff interviews.
- Participate in budget matters affecting the Board and attend budget meetings.
- Complete specialized reports as requested.
- Annual Report participation and review.
- Participate in developing in-person and educational online training.
- Participate in the review of the departmental website.
- Supervise and advise staff on any assigned requests.
- Initiate and maintain with all levels of public servants under the jurisdiction of the Ethics Ordinance.

#### **Fact-Finding/Investigations/Disclosures**

- Triage all matters within ten days of receipt.
- Work closely with the Law Dept in pending matters.

- Conduct initial research as needed.
- Contact Requestors, Disclosure filers, and Complainants upon receipt for clarification of the request, as directed.
- Develop questions or points of inquiries.
- Interview via email, phone, video, and/or in person in the office, at a workstation, or home.
- Conduct fieldwork, including surveillance as required.
- Utilize investigative techniques and skills to obtain information.
- Obtain additional information or supporting documentation via requests, interviews, and research.
- Review information obtained by analyzing its application.
- Review Disclosures and make recommendations.
- Complete reports and testify as needed.
- Inform and prepare those who have matters before the Board.
- Add file information to the departmental case management system and G Drive, making hard copies as required.
- Conduct background investigations.
- Obtain, implement, and utilize search tools and resources.

### **Board Meetings**

- Review Board meeting agendas and review folders to ensure all required paperwork is available.
- Assist in preparing for Board meetings as needed.
- Handle board meeting security in person or electronically.
- Participate in Board meetings answering questions as requested.
- Debrief after board meetings to verify votes, etc.
- Review Board meeting minutes.

### **Training**

- Participate in trainings and community presentations as needed.
- Attend departmental training to understand City processes better.

### **FOIA**

- Review and complete FOIA requests received and assigned.
- Meet with Asst. Corp. Counsel on request.

### **Other Duties**

- Review COD meeting agendas and Teeter Reports.
- Monitor city council and other COD meetings notifying ED on relevant matters, attending if needed.
- Review news and media for Ethics related concerns.
- Monitor and update BOE Social Media as needed.
- Monitor post-employment matters.
- Obtain and review LPD paperwork and resolutions as requested.
- Handle customers that are irate, confused, or present as challenging.
- Work with interns and GDTY staff.
- Participate in weekly staff meetings or other required meetings.
- Assist in general office duties as requested.

**Minimum Qualifications (required):**

Bachelor's Degree in legal studies, criminal justice, government or public or business administration plus four (4) years of professional experience in law enforcement, investigatory work, related field, or managerial experience. Demonstrated knowledge, skill, and knowledge of current investigative techniques, practices, and concepts.

Excellent analytical and problem-solving skills. Ability to exercise independent judgment and make sound business decisions effectively. Outstanding verbal and written communication skills. Ability to deal with ambiguous situations and issues. Strong organizational skills and the flexibility to work independently and in a team environment. Demonstrated knowledge of Google Systems, Microsoft Office Suite, and other computer-based applications. U.S. Citizen or permanent resident alien who is eligible for and has applied for citizenship.

Must pass a background investigation, including a drug screen and criminal history check. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

**Special Requirement:** Must be able to work flexible hours, including evenings, weekends, and/or holidays, while conducting investigations. Must have your own reliable transportation. Must be able to work from home occasionally.

*Equivalent combinations of education and experience may be substituted to meet this position's education and experience requirements.*

**Qualifications (preferred):**

Master's Degree in legal studies, criminal justice, government or public or business administration plus two (2) years of professional experience in law enforcement, investigatory work, or related field.

**Knowledge, Skills, and Abilities**

- Knowledge of departmental organization, work functions, practices, procedures, rules, regulations, and municipal organizations.
- Knowledge of computerized software other law enforcement agencies use for investigative and management or supervisory purposes is highly desirable. Knowledge of the substantive and procedural criminal laws for the State of Michigan. Knowledge of the techniques of interviewing.
- Knowledge of subpoena powers, rules of evidence, admissibility of confessions, witnesses' statements, and other related legal matters.
- Knowledge of employment contract administration, union rules and procedures, case and database management.
- Knowledge of professional English construction and language usage.
- Skill in presenting, speaking, and writing well with correct grammatical usage.
- Skill in operating a personal computer and using standard office word processing, spreadsheet, and database software.
- Skill in coordinating and expediting activities involving multiple organizational levels and contacts.
- Ability to prioritize, compile, organize, evaluate, and summarize data.
- Ability to exercise independent judgment and handle sensitive and confidential information.
- Ability to demonstrate computer literacy/proficiency in working with computer programs and with other word processing and database programs.
- Ability to gather, analyze, correlate, and evaluate observed facts and evidence, interview or interrogate witnesses and accused person effectively.
- Ability to accurately prepare investigative reports.

- Ability to read and comprehend legal material.
- Ability to communicate effectively orally and in writing.
- Ability to work effectively with a variety of individuals and with various levels of government, law enforcement, and judicial agencies.
- Ability to work flexible and extended hours, including evenings, weekends, and/or holidays.
- Ability to use computer as an investigative resource.
- Ability to learn, interpret, and apply substantive and procedural criminal laws, rules, regulations, policies, and procedures to current investigations.
- Ability to work independently.
- Ability to work well under pressure and meet deadlines.
- Ability to effectively interact with hostile persons and in adversarial environments.
- Must provide a writing sample.

**Licenses, Certifications, and Other Special Requirements:**

Investigative certificates from recognized training organizations.

Professional certifications or the ability to obtain certifications from recognized organizations applicable to this position.

Applicants holding active or current professional certifications or licenses (e.g., lawyer, accountant, etc.) must produce evidence of good standing with the licensing authority. Applicants with professional certifications or licenses that are inactive, expired or lapsed must demonstrate that they were in good standing with the licensing authority when their credential lapsed and were not subject to disciplinary action or under investigation for misconduct.

**Physical Demands**

The work is characterized as sedentary. Typically, individuals sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying papers and books, and extended periods requiring the use of computer terminals to accomplish work objectives

**Work Environment**

Work is performed in a professional office environment. The employee routinely uses standard office equipment such as laptop computers, smartphones, photocopiers, and filing cabinets.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

**Notes:**