



Job Specification

Job Title: OIG (Office of Inspector General) Manager of Investigations and Audits (Appointed)	FLSA Type: Exempt	Date Established: 11/15/2024
Department: Office of Inspector General	EEO Code: 02	Date Revised: N/A
Class Code: 01-17-18	Reports To: Inspector General and Deputy Inspector General	Date Approved: 11/15/2024

Job Summary

The OIG (Office of Inspector General) Manager of Investigations and Audits will be responsible for managing OIG staff involved in conducting audits and investigations relating to all aspects of the OIG’s investigations and operations to detect and prevent fraud, abuse, waste, and corruption by any public servant, city agency, program or official act, contractor and subcontractor providing goods and services to the city, business entities seeking contracts or certification of eligibility for City contacts and persons seeking certification of eligibility for participation in any City program.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Direct staff engaged in the planning and organization of investigations and forensic audits to detect and prevent waste, abuse, fraud, and corruption regarding allegations of administrative violations by City employees and those doing business with or seeking to do business with the City.
- Provide guidance to staff regarding complex investigations, inspections, and reviews, including case development and OIG policy.
- Oversee case workload and assign target completion dates.
- Advise investigators and auditors on interviewing problem witnesses, effective investigative methods and testifying as a witness.
- Manage and review the work of staff for completeness, timeliness, and adherence to OIG policies, procedures, and directives.
- Review and edit complaint memorandums, investigative memorandums, and audit reports to form.
- Work with the Deputy Inspector General to determine strategies and direction of investigative work.
- Coordinate and conduct staff training on investigative practices and procedures.
- Ensure the investigation and audit documents are received, reviewed, analyzed, and drafted up to Revised AIG Green Book, Principles and Standards for Offices of Inspector General (Green Book) standards as well as all other relevant standards.
- Keep up-to-date on the latest trends in forensic audit, investigatory, compliance techniques, and theory.
- Identify performance problems and take remedial action when necessary in consultation with the Inspector General and Deputy Inspector General.
- Keep the Inspector General and Deputy Inspector General informed on investigative progress and sensitive case issues.

Qualifications (required):

- Bachelor’s Degree in Business Administration, Criminal Justice, Political Science, or a directly related field.
- Five (5) years of experience in the investigative or audit field.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

- Master's Degree in Business Administration, Criminal Justice, Political Science, or a directly related field.

Knowledge, Skills, and Abilities

- Knowledge of departmental rules, regulations, procedures and functions and the ability to apply these to work problems.
- Knowledge of investigative and interviewing techniques, practices, concepts and principles.
- Strong organizational skills and the flexibility to work independently as well as in team environment.
- Skill in providing leadership, direction, coaching and performance review.
- Strong skill in the use of Microsoft Office Suite and other computer-based applications.
- Intermediate skill in analytical and problem-solving.
- Ability to communicate effectively orally and in writing.
- Ability to provide leadership, direction, coaching, and performance review.
- Ability to develop and promote positive working relations within the office.
- Ability to promote a collaborative culture and increase productivity and quality of staff work product.
- Ability to exercise independent judgment and make sound business decisions effectively.
- Ability to deal with ambiguous situations and issues.
- Ability to communicate effectively at all levels, both internal and external to the City, to obtain or provide information.
- Ability to maintain professionalism and confidentiality.
- Ability to interact effectively with management, local, state or federal agencies and others with tact and diplomacy.

Licenses, Certifications, and Other Special Requirements:

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Valid State of Michigan Driver's License is required.

Physical Demands

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

Work Environment

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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: