



City of New Orleans

CHIEF OF CRIMINAL INVESTIGATIONS (INSPECTOR GENERAL) (CLASS CODE 0712)

CLASS CODE	0712	SALARY	\$97,575.00 - \$102,546.00 Annually
REVISION DATE	December 03, 2018		

Kind of Work

Professional supervisory and investigatory work planning, directing and executing citywide investigations to prevent and detect fraud, waste and abuse of governmental programs and activities involving the expenditure of city funds and to assist in improving city operations. The position serves as the technical liaison with multi-jurisdictional legal authorities for special investigations of an extremely complex and sensitive nature and that may involve executive officials of agencies or entities which receive public funds through the city. Investigative assignments involve significant jurisdictional problems and a web of relationships that requires an extensive knowledge of laws, rules, policies and practices of each jurisdiction. Work includes interviewing subjects and witnesses of investigations, conducting field investigations and overt/covert surveillance and the reporting of investigatory findings. Work also includes composing, processing and formal presentation of related findings. Work also includes drafting subpoena and summons requests and testifying before administrative hearings and legal proceedings; and related work as required.

Distinguishing Features of Work

Reports to: Deputy Inspector General of Criminal Investigations or higher level staff of the Inspector General's Office.

FLSA Status: Exempt

Supervision Received: Work is performed under general direction and requires initiative and independent judgment. The incumbent is responsible for carrying out a project to its ultimate completion with minimum or no guidance and for keeping management informed of progress as appropriate.

Supervision Exercised: The Chief of Criminal Investigations exercises functional supervision over lower level Criminal Investigators. This position plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities.

Environmental Factors: An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials. Physical demand requirements may require prolonged walking, running and standing relative to investigatory activities. The work may involve high risks with exposure to a wide variety of potentially dangerous situations and may also have to work long and irregular hours, and at night and frequently works outside the office as in doing

investigations, undercover work and surveillance.

Examples of Work

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class.)

- Supervises, coordinates and reviews a staff of Criminal Investigators and support staff in large and important investigations.
- Reviews progress and evaluates results of personnel performance.
- Reviews and investigates complaints or information from any public employee concerning the possible existence of any activity constituting fraud, waste, abuse and illegal acts.
- Investigates employees or public officials who are allegedly involved in schemes of fraud, waste, abuse, illegal acts, theft, public corruption and conspiracy.
- Participates in a full range of criminal investigations including those of an extremely sensitive and complex nature.
- Investigates and inspects the activities, records, contracts, subcontracts, procurements, grants, agreements and other financial arrangements undertaken by city government.
- Serves as technical and programmatic liaison with prosecutive and investigative offices for special investigations of an extremely complex and sensitive nature and special multijurisdictional investigations with high local impact and cases which may involve key local officials.
- Investigates and inspects functions, activities, processes or operations conducted by city government.
- Conducts interviews with suspects, witnesses and informants in developing cases, serving warrants and subpoenas, and participating with other law enforcement agencies.
- Conducts comprehensive investigations of criminal/civil cases and making preliminary determination regarding jurisdictional authority and legal violations.
- Serves as the technical liaison with multi-jurisdictional legal authorities for special investigations of an extremely complex and sensitive nature and that may involve executive officials of agencies or entities which receive public funds.
- Investigates matters of extreme sensitivity that involve coordination of Federal, State and Local agencies.
- Studies assigned materials pertinent to cases under review.
- Interviews employees, officials in an out of government and others for the purpose of verifying facts and obtaining information, securing signed statements, affidavits and documentary evidence to be included in reports or case records.
- Investigates matters which at times may require limited police powers and may be deputized by the Superintendent of Police.
- Investigates citywide no-bid contracts and privatization proposals for alleged conflicts of interests.
- Investigates the granting and denial of city building permits for criminal and civil irregularities.
- Investigates delivery and payment methods for city services and ensures city receives full payments.
- Investigates procurement documents for inadequate and inconsistent information regarding the scope or the content thereby creating an unfair selection process.
- Conducts and directs investigations and determines what information is required to review, and when and how to obtain information.
- Develops and/or modifies methods to ensure thorough and accurate investigation.
- Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation.
- Determines need for surveillance, informant information and/or undercover work and devises strategies

- Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas.
- Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.
- Maintains information regarding the cost of investigations and recoups expenses in some cases.
- Analyzes and acts on leads generated by other law enforcement agencies, reports by civic groups, or other city, state or federal investigative agencies.
- Reports information regarding fraud, waste abuse or illegal acts to the District Attorney's Office, U.S. Attorney's office or other appropriate law enforcement agency.
- Provides information and assistance to local, state and federal authorities in investigating complex cases involving illegal activities.
- Investigates requests for proposal procedures for determining the proposal offering "best value" was inconsistent, irrational and unfair.
- Provides technical input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements.
- Investigates variations in terminology among purchasing documents were likely to undermine fair competition.
- Assists in location of defendants and witnesses.
- Serves as a witness for legal proceedings related to investigations.
- Determines when all necessary investigative work has been completed and when further investigative work would be unproductive.
- Develops reports of findings that include recommendations for improvements to program operations.
- Writes reports or presents data in formats such as abstracts, charts or tables.
- Interviews individuals to obtain data or draft correspondence to answer inquiries.

Necessary Knowledges, Skills and Abilities

- Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
- Knowledge of record keeping practices to obtain and store needed investigative reports and documents.
- Knowledge of computer usage and program related terminology to access and input required data.
- Ability to conduct investigatory assignments that involve significant jurisdictional problems and a web of relationships that require an extensive knowledge of the laws, rules, policies and practices of each level.
- Ability to handle and resolve complaints from citizens, business representatives and other state and local entities.
- Ability to plan, direct and conduct complex investigations fraud, waste, abuse and illegal acts.
- Ability to write investigative reports.
- Ability to conduct interviews and/or interrogations of subjects and witnesses in investigations.
- Ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
- Ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
- Ability to write clear, concise, and convincing reports.
- Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
- Ability to work independently under tight deadlines, and intense pressure.

- Ability to communicate written work orally and presenting it in a public forum.
- Ability in interpreting legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
- Ability to work independently under tight deadlines, and intense pressure.
- Ability to follow oral and written directions and instructions and make decisions within limits of delegated authority.
- Ability to establish and maintain satisfactory working relationships with other employees and the public.
- Ability to use computer applications to prepare letters, spreadsheets and reports and databases.

Minimum Qualifications

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university*.
2. A Master's Degree, Juris Doctor or equivalent graduate degree in law, criminal justice, law enforcement, public administration or related field from an accredited college or university*.
3. A certificate as Certified Inspector General Investigator (CIGI), Certified Fraud Examiner (CFE) or Certified Fraud Specialist (CFS)*.
4. Six (6) years experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level. Two (2) years of this experience must have been in a supervisory capacity.
5. A valid driver's license*. Applicants must have an excellent driving record.

Note: Additional supervisory investigations experience in an Office of Inspector General may substitute for the Master's Degree at the rate of one (1) year of experience to equal one (1) year of college credits.

Note: Candidates will be required to use their personal vehicles for work.

*** Prior to appointment, the hiring agency is required to verify education, driver's license, and professional certifications claimed by the applicant to qualify for this classification. If selected for hire, applicants must provide original documents of their qualifying credentials to the hiring agency prior to their start date in this job classification.**

Kind of Exam

- a) A qualifying review of certification, training, experience, and license.
- b) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).