



City of New Orleans

INSPECTOR AND EVALUATOR III (INSPECTOR GENERAL) (CLASS CODE 0722)

CLASS CODE	0722	SALARY	\$79,987.00 - \$84,062.00 Annually
REVISION DATE	June 18, 2021		

Kind of Work

Advanced professional and technical work conducting inspections and evaluations that provide decision makers with objective, thorough and timely evaluations of city agencies and programs. Work includes producing reports that contain findings and recommendations that can help city officials achieve efficiency, effectiveness and economy in managing day to day operations and personnel. Work also includes ensuring agency and program compliance with applicable laws, regulations and policies and making recommendations relative to improvement of processes; and related work as required.

Distinguishing Features of Work

Reports to: Deputy Inspector General of Inspections and Evaluations

FLSA Status: Exempt

Supervision Received: Work is performed under general direction and requires initiative and independent judgment. 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: Supervision over employees at lower levels may be present on a regular or special basis.

Guidelines: The incumbent carries out his/her basic functions in accordance with operating procedures and policies for Inspections and Evaluations developed in conformance with guidelines and standards promulgated by the Principles and Standards for Offices of Inspector General, published by the Association of Inspectors General (AIG) and the President's Council on Efficiency and Integrity. In addition, the incumbent will be guided by the laws, regulations, policies, and procedures applicable under City Ordinances and the City Charter, the State of Louisiana laws and regulations and procedures promulgated by the OIG; the regulations, policies and procedures of agencies being inspected and evaluated; and generally accepted texts, guidelines, procedures, and national best practices applicable to the management analysis discipline, including those applicable to human resource engineering, information management and information technology, auditing, and accounting. The incumbent uses considerable judgment in determining appropriate and applicable tools, methods, and procedures necessary to carry out required functions.

Personal Contacts: Contacts include OIG staff, officials and employees of City agencies, state and federal officials, informants, executives, professionals such as architects and engineers, law enforcement officers,

lawyers, and officials of state and federal government OIG offices that conduct inspections.

Purpose of Contacts: Contacts are for the purpose of coordinating, scheduling, and conducting inspection activities such as interviews, work observations, and report writing, and to report to higher officials on specific inspection activities as warranted.

Environmental Factors: The work is primarily sedentary but may involve frequent site visits and local travel including visiting work sites where excess water or dust may be present. May involve some stressful interaction with employees who may be disgruntled or emotional. May require extended work hours during critical portions of the inspection process. May be required, on occasion, to lift and carry items such as books and files.

Work is typically performed in an adequately lighted and climate controlled office setting; however, first-hand observations of an agency's practices and procedures may sometimes require outdoor and indoor activities with some level of physical discomfort. Some travel may be required.

Examples of Work

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

- Plans, manages, and executes inspections and evaluations of projects and programs involving the expenditure of public funds.
- Collects and analyze basic organizational and statistical data and other information in order to determine the appropriate analytical tools for the task.
- Writes reports of Inspection, Management Alert Reports, memoranda and other written materials; provide oral presentations on specific aspects of evaluations, and take follow-up actions.
- Works independently on special projects and ad hoc assignments as required.
- Coordinates with other members of the Inspector General Office including Forensic Engineers, Forensic Auditors and Criminal Investigators in complex investigations, evaluations and research.
- Performs a variety of technical research that involves calculating economic damages, summarizes transactions, tracing assets, performing regression or sensitivity analysis and uses computer models.
- Analyzes complex administrative and technical problems and formulates suggested improvements or solutions; and evaluates and approves selection of information to be included in reports of examination.
- Examines and evaluates the adequacy and effectiveness of internal controls and recommends improvements.
- Reviews and evaluates department operations, processes and procedures.
- Evaluates the economy and efficiency with which city resources are employed.
- Reviews operations and programs to assess whether they are operating according to law.
- Performs performance measurements to determine efficiency, effectiveness, and productivity of government programs; and the recommendation of new systems to enhance and maximize performance.
- Assists in the preparation of manuals, guidelines, policies and procedures, and rules and regulations to assist appropriate public agencies.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.
- 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

At time of appointment:

- Knowledge of evaluation and/or inspection standards and their application in conducting evaluations and inspections.
- Ability to design and carry out quick response evaluations, inspections or reviews of major programs or operations.
- Skill in using qualitative and quantitative analytical skills to evaluate, inspect or review major, complex organizational programs or operations.
- Ability to build and lead effective teams.
- Skill in using risk-based approaches and computer assisted techniques or tools to identify and reduce fraud and abuse in major programs or operations.
- Skill in providing findings, information, and feedback to all organizational levels and stakeholders orally and in writing.
- Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to systematically review, analyze, evaluate and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation.
- Ability to explain complex analysis and opinions to judges and jurors and supports and explains challenges to conclusions.
- Ability to be alert for situations, control weaknesses, inadequacies in record keeping, errors and unusual transactions or results which could be indicative of fraud, improper or unlawful expenditures.
- Ability to draw on expertise from a number of disciplines including finance, purchasing, information technology and management.
- Ability to recall and recreate detailed conversation of events.
- Ability to communicate effectively, both verbally and in writing especially in dealing with high level officials or in dealings with parties who are hostile or who take views that are inconsistent with the audit findings.
- Ability to determine the sensitive nature of evidence and make sound judgments when communicating such.
- 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 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.
- Ability to thoroughly and consistently evaluate memoranda of interviews, work observations, survey and focus group data, and other inspection products to validate content and sufficient coverage of assigned inspection objectives.
- Ability to detect fraud or other illegal acts and to make competent referrals to the appropriate staff.
- Ability to maintain confidentiality of all documents, conversations and any other oral, recorded or written information relating to the department.

Job Distinction/Career Path

Incumbents with the stipulated qualifications and satisfactory performance at a may be promoted to Inspector and Evaluator II. This is based on supervisory recommendation, availability of funds and concurrence of the

appointing authority.

Minimum Qualifications

1. A Juris Doctorate or a Master's Degree from an accredited college or university in a field requiring quantitative and/or qualitative research including science, social science, economics, public administration, information technology, or other research-oriented disciplines.*
2. Four (4) years of professional experience conducting research and/or evaluations including quantitative and/or qualitative data collection and analysis; producing written reports that include conclusions drawn from the analyses and/or evidence compiled; and using technology such as Word, Excel, and/or Access to organize, analyze, and present data and evidence.

*** Prior to appointment, the hiring agency is required to verify education, certifications and licenses 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.**

If appointed, employees in this classification must obtain a Certificate of Evaluation Practice (CEP), a Certified Inspector General/Evaluator (CIGE) certification sponsored by the Association of Inspectors General, or a Project Management Professional (PMP) certification sponsored by the Project Management Institute during the probationary period.

No probationary period may last longer than one year. Failure to obtain a Certificate of Evaluation Practice (CEP), a Certified Inspector General/Evaluator (CIGE) certification sponsored by the Association of Inspectors General, or a Project Management Professional (PMP) certification sponsored by the Project Management Institute during the probationary period will result in termination. Employees terminated under this provision must wait one year from the date of termination or obtain one of the above listed certificates to be rehired.

Note: This position requires a one year probationary period.

Kind of Exam

A written exam, weighted 100%.

A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted.

This is an original entrance examination.