

MAJOR FUNCTION

This is a highly responsible senior management position responsible for providing leadership, direction, and oversight for the Office of the Inspector General Investigations Division. Successful job performance requires management of a considerable variety of professional and complex work associated with investigations. The incumbent serves on the City Auditor/Inspector General's management team and exercises considerable independent judgment, discretion, initiative, and independence in carrying out their responsibilities. Work is performed under the administrative direction of the City Auditor/Inspector General and/or Deputy Inspector General. The work is reviewed through analysis and evaluation of work products.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

An Investigations Manager is responsible for conducting administrative internal investigations involving City of Tallahassee employees and operations (and others as identified in Ordinance No. 20-O-22AA), addressing allegations of fraud, waste, abuse, mismanagement, and misconduct, including those falling under the Whistleblower Act. The incumbent is responsible for reviewing complaints, developing and reviewing detailed investigative action plans, planning and conducting investigations, obtaining statements from relevant parties, reviewing interview memoranda, and interpreting and applying state statutes, City policies, procedures, and rules. This position serves as the office Accreditation Manager, ensuring investigations comply with the Commission for Florida Law Enforcement Accreditation Standards Manual for Inspectors General. Assists in the coordination of the annual training program for staff. Assigns, trains, supervises, and reviews staff work, ensuring their growth, performance, and adherence to established standards. Work requires independent judgment and discretion with respect to matters of significance and strict accountability to protect confidential information created, obtained, and used by the OIG. Additionally, the work requires the highest levels of integrity and respect to ensure fairness and objectivity throughout the investigative process. An employee in this position obtains, analyzes, and appraises information to determine and provide conclusions of facts in detailed reports for use by appropriate City leadership. Ensures well-defined objectives for each investigation, encompassing factors such as internal control soundness, compliance with policies and procedures, asset safeguarding, and the reliability of financial and operational information. Prepares professional and detailed reports of investigation findings, presenting well-reasoned recommendations to the City Auditor/Inspector General, City leadership, and other appropriate stakeholders. Meets with management to discuss investigation results, provides insight, recommendations, and addresses other concerns as appropriate. Attends meetings with the public and City management as necessary. Participates in personnel-related decisions such as the selection, transfer, promotion, grievance resolution, discipline, or discharge of employees. Conducts project performance evaluations and recommends approval or disapproval of merit increases. Demonstrates adaptability and continuous improvement by performing tasks and duties as required in alignment with the evolving needs of the position and department.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Thorough knowledge of investigative techniques. Thorough knowledge of current management

sciences, organization theory and practice, human relations, and interview skills. Ability to supervise staff in a manner conducive to full performance and high morale. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules, policies, or procedures. Ability to conduct independent and comprehensive research and evaluations that provide meaningful recommendations and alternatives. Ability to maintain a high level of confidentiality, make sound decisions, and apply good judgment. Ability to accurately document observations and actions. Ability to summarize information, communicate complex concepts in lay terms, and express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the OIG. Skills in using personal computers and associated programs and applications are necessary for successful job performance. Interview skills to include oral communication and active listening.

Minimum Training and Experience

Possession of a bachelor's degree and five years of professional investigative experience. Three years of the required experience must have been in an Office of Inspector General, Internal Affairs or similar/equivalent (i.e., conducting investigations involving an organization's employees). Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a CFE and/or CIGI certificate at the time of appointment.

Must be eligible to become a notary public in Florida at the time of appointment.

At the City Auditor/Inspector General's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

Established: 09-29-23