

Special Investigator (0602)
Task List (2016)

1. Examines allegations of fraud, waste, abuse, collusion, and other improprieties committed by City employees, contractor personnel, or others in connection with City resources by taking into consideration multiple factors such as the information that is provided in a complaint, as well as the extent to which an investigation will provide additional information in order to determine if a complaint warrants an investigation.
2. Conducts investigations related to waste, fraud, and abuse committed by City employees or by other individuals in connection with City programs or resources by physically observing, surveillancing, and/or interviewing subjects such as witnesses, complainants, informants, suspects, City employees, outside law enforcement officials, vendors, contractors and members of the public and/or by reviewing and understanding documentary evidence and data in order to obtain information pertinent to the investigation.
3. Obtains and evaluates a wide variety of documentary and/or electronic evidence including but not limited to emails, payroll records, financial records and/or writings, and other relevant records by performing a variety of investigative actions such as reviewing public and propriety records and conducting electronic and manual document searches for the purposes of examining documents for relevance to the subject of investigation.
4. Composes oral and written reports for an investigation by including facts and evidence gathered from all sources (i.e. interviews, surveillance, or documentary data) and makes verbal and written recommendations based on the findings of an investigation relating to the resolution of relevant issues, which may include corrective action to resolve sustained concerns as well as policy and training deficiencies in order to document the investigation.
5. Appears in court and in administrative proceedings and serves as an expert witness to present verbal testimonial evidence before the court or Civil Service Commission in order to support administrative or judicial actions.
6. Serves as a liaison to department staff, outside agencies, and other City Departments to coordinate investigate activities such as determining appropriate roles and responsibilities among the entities involved for the purposes of providing coordination of investigative activities.
7. Interacts with the public by avenues such as phone or email regarding complaints of misconduct or other concerns regarding the actions of City employees that were received through emails, phone calls, or other avenues in order to gather information and/or respond to inquiries and concerns.

8. Develops electronic or in-person fraud training programs to be delivered to City employees such as Fraud, Waste, and Abuse Prevention by referencing materials and using knowledge gained from experience in order to raise fraud awareness.
9. Composes official correspondence (i.e. e-mail and/or letter) electronically related to investigatory reviews, including referrals and final reports to be addressed to parties involved in the investigation.
10. Uses data mining and other automated analytical tools suitable for large datasets to assess fraud risk and identify other potential waste and abuse of City resources.
11. Manages and delegates non-technical activities such as typing, correspondence, and record retention by assigning work and checking their status in order to support staff in facilitating effective completion of investigations.