



Code: 1260

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: CHIEF INVESTIGATOR (INSPECTOR GENERAL)

CHARACTERISTICS OF THE CLASS

Under direction, plans and directs the work of Investigators in the city's Office of Inspector General, and performs related duties as required

ESSENTIAL DUTIES

- Directs and manages staff engaged in conducting investigations and interviewing witnesses regarding allegations of criminal and administrative violations by city employees and those doing business with the city
- Oversees investigations performed by investigative staff ensuring work adheres to department policies and processes
- Participates in the development of strategies in order to direct investigation activities
- Determines work priorities and prepares work schedules and staff assignments
- Monitors case assignments to ensure investigations are conducted in a timely manner and comply with established quality control standards
- Develops and implements work guidelines, policies and procedures for conducting investigations
- Coordinates and conducts staff training on investigative practices and procedures
- Advises investigative staff on interviewing problem witnesses, effective investigative methods and testifying as a witness
- Prepares comprehensive management reports on the status of investigations and unit activities
- Participates in preparing final investigative reports upon completion of investigations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in a directly related field related to the responsibilities of the position, plus five years of work experience in the performance of fact finding analysis, investigative research or reporting work, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- applicable City policies, procedures, rules, regulations and ordinances
- federal and state laws, regulations and guidelines regarding admissible evidence
- *investigation methods, techniques, practices, and procedures
- *evidence collection and analysis equipment, methods, practices, and procedures

Some knowledge of:

- *courtroom procedures and legal terminology
- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Investigator III - Inspector General class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job
- TIME MANAGEMENT – Manage one's own time or the time of others
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Investigator III - Inspector General class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

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- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Investigator III - Inspector General class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and use logic to address work or job issues and problems

Other characteristics as required for successful performance in the Investigator III - Inspector General class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

August, 2013