

## ASSISTANT INSPECTOR GENERAL

### DEFINITION

Assists the Inspector General and Deputy Inspector General in planning, directing, organizing, and managing the activities and functions of an assigned organizational unit in the Office of Inspector General (OIG).

### TYPICAL DUTIES

Manages and evaluates the activities and staff of an assigned organizational unit within the Office of the Inspector General.

Assists in establishing goals for an organizational unit and monitors the progress of the organizational unit toward achieving the goals.

Serves as a principal advisor to the Inspector General on the assigned oversight function.

Supervises, plans, organizes, coordinates, and directs difficult, complex, and sensitive audits, special reviews, special projects, or evaluations related to District programs, operations, projects, and contracts.

Plans, organizes, and directs difficult, complex, and sensitive criminal and administrative investigations related to alleged wrongdoing by District employees, vendors, and/or contractors.

Assists with making presentations at Board and Committee meetings.

Assists with conducting annual risk assessments of the District and assists in preparing a draft annual Work Plan based on the results of the risk assessment process.

Manages staff engaged in activities such as auditing, reviewing, or evaluating District programs, operations, contracts and/or vendors relative to various District activities; and in investigating alleged wrongdoing by District employees, vendors and/or contractors.

Provides professional advice, consultation, and guidance and recommends appropriate actions to correct noted deficiencies in District programs, operations, contracts, or other functions reviewed by the OIG.

Ensures the protection and storage of all information concerning the assigned oversight function is consistent with the policies of the Public Records Act and the Privacy Act.

Analyzes and reviews unit reports to ensure compliance with directives, standards, and guidelines.

Serves as a liaison for the Office of the Inspector General on assigned OIG matters with federal, State, and local government organizations and prosecutorial entities as well as the District's external auditors.

May manage the District's Fraud Hotline.

May testify in court as a witness in a criminal matter investigated by the Office of the Inspector General

May conduct in-service programs for District personnel regarding fraud prevention and awareness, and the work of the Office of the Inspector General

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Inspector General manages the functions and staff of an organizational unit in the Office of Inspector General.

The Deputy Inspector General, Audits plans, directs, organizes, and manages the functions of the Office of Audits.

The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.

An Audit Manager, Inspector General's Office assists in administering the District's internal auditing program and directs complex and sensitive audits of financial and operational functions, as well as contract audits.

## SUPERVISION

General direction is received from the Inspector General or Deputy Inspector General. General supervision is exercised over subordinate professional staff and clerical personnel through lower-level supervisors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Fundamental principles of auditing
- Laws, rules, regulations, practices, and procedures pertaining to auditing, criminal law, civil law, and rules of evidence.
- Principles of supervision and training
- Current trends and developments in independent government oversight including auditing, investigative techniques and fraud detection
- Principles and standards for Offices of Inspector General
- Laws and rules of government contracting

### Ability to:

- Direct, evaluate, and train a professional staff
- Analyze and interpret large amounts of financial and other data
- Establish and maintain effective working relationship with District personnel and the public
- Formulate and express ideas clearly and concisely in written reports and oral presentations
- Plan, organize, schedule, and direct the work of others

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in accounting, business management, public administration, criminal justice, law, public policy or a related field. A Juris Doctorate (J.D). is preferred.

### Experience:

Six years of professional-level auditing, special reviews, or investigation experience; the aforementioned experience must include at least two years of supervisory experience.

### Special:

Possession of the following licenses and certifications are preferred: Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Inspector General (CIG), Certified Inspector General Investigator (CIGI) Certified Inspector General Auditor (CIGA), or Certified Inspector General Inspector/Evaluator (CIGE).

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

New Class  
4-18-2024  
SD

Updated  
03-13-25  
Transportation  
Language Only