

Code: 0322
Administrative Service
Clerical, Accounting and General Office Group
General Administrative Series

CLASS TITLE: **Special Assistant**

CHARACTERISTICS OF THE CLASS: Under direction, conducts highly confidential investigations of delegate agencies, vendors and department employees in connection with the solicitation, award and negotiation of contracts for goods and services or performs administrative management duties as an executive assistant; and performs related duties as required.

EXAMPLES OF DUTIES: Performs highly confidential investigations of suspected or alleged improprieties in the solicitation, award and negotiation of City purchasing contracts with vendors and delegate agencies; interviews all parties involved and reviews and evaluates related documents; prepares recommendations to the appropriate departmental managers regarding appropriate legal action to be taken; reviews vendor budgets and expenditures for discrepancies; conducts investigations of alleged misconduct by department employees; prepares case files and documentation for submission to the Corporation Counsel for review; develops internal controls for monitoring and evaluating departmental purchasing and contracting procedures; acts as a liaison with the Corporation Counsel and law enforcement agencies on relevant matters pertaining to internal departmental investigations.

Assists the department head and division managers in developing goals and objectives; meets with managers to review and assess the status of goals and projects; functions as a liaison between the department head and other City departments; interprets administrative decisions and policies to staff; troubleshoots management problems; implements policies and procedures formulated by the department head; researches issues relative to departmental operations and prepares position papers or briefings for the Commissioner; investigates complaints filed against the department and works with appropriate parties to resolve.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by five years of progressively responsible experience in the conduct of investigations of criminal or fraudulent activity, or an equivalent combination of training and experience.

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CLASS TITLE: **Special Assistant (Cont'd)**

Knowledge, Abilities and Skill. Comprehensive knowledge of confidential investigative practices and techniques. Comprehensive

knowledge of business administration or public administration principles. Considerable knowledge of the operations of the department.

Ability to conduct highly confidential investigations and report on findings. Ability to interpret contractual agreements. Ability to direct management staff. Ability to perform management level administrative duties.

Considerable administrative and management skills. Considerable skill in conducting highly confidential investigations. Good oral and written communication skills.

November, 1990
(Minimum Qualifications Revised January, 1996)