



Code: 1219

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: INVESTIGATOR I - INSPECTOR GENERAL

CHARACTERISTICS OF THE CLASS

Under supervision, performs at the entry level investigating cases assigned to the Office of Inspector General involving allegations of official misconduct, residency violations and waste and inefficiency by city employees, contractors and others seeking to do business with the city, and performs related duties as required

ESSENTIAL DUTIES

- Interviews complainants, witnesses, and employees to gather facts in order to investigate cases of alleged official misconduct and violations of personnel and administrative rules by city employees
- Conducts site visits to collect physical evidence and to perform basic analysis of work records and related documents (e.g., time sheets, activity reports, financial statements)
- Uses photographic and video equipment in the conduct of surveillance work to observe acts of misconduct (e.g., fraud, residency violations)
- Interviews complainants and all parties involved in formal complaints of sexual harassment or violence in the workplace cases involving city employees' conduct towards the general public
- Prepares reports of investigation activities conducted, including findings of waste and inefficiency of city programs, and makes preliminary recommendations for discipline and improvements to departmental operations
- Testifies in court, at arbitrations or hearings on investigation findings
- Updates and maintains case management records to report on the status of assigned investigations
- Assists senior investigative staff in the conduct of criminal, large-scale and complex investigations as required

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

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Availability to work any duty watch is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous situations (e.g., surveillance work in isolated locations)

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, modems)
- Two-way radio
- Photographic and video equipment

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to access locations where alleged criminal activity or misconduct has occurred

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

Some knowledge of:

- *investigation and inspection methods, techniques, practices, and procedures
- *evidence collection and analysis methods, practices, and procedures
- record keeping and report preparation methods, practices, and procedures

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

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
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

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- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
 - 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
 - ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
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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
Date: February, 2012