

Special Investigator

Permanent—Full Time

Position Number 339-100-8612-900

SALARY RANGE: **Range A: \$4,140 – \$4,895**
 Range B: \$4,726 – \$5,861
 Range C: \$5,186 – \$6,446

Investigations Division Background Information

Under authority granted by the California Whistleblower Protection Act, the California State Auditor conducts investigations into improper governmental activities by state agencies and employees. An "improper governmental activity" is any activity related to state government that violates the law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. The State Auditor conducts investigations in response to complaints received from state employees and from members of the public. Investigations may also be conducted on the State Auditor's own initiative. The State Auditor receives complaints by telephone, by mail, in person, and through the State Auditor's website.

Duties: Under close supervision while in Range A, and under general supervision while in Ranges B and C, a special investigator evaluates and gathers information regarding complaints about improper governmental activities by state agencies and employees, participates in investigations to substantiate whether an improper governmental activity has occurred, takes complaints from members of the public, and performs special projects as assigned. Specific duties include, but are not limited to the following:

Evaluating and Gathering Information Regarding Complaints (40%)

- Reviewing complaints to assess whether they are within the jurisdiction of the California Whistleblower Protection Act.
- Analyzing complaints to assess whether an improper governmental activity may be proven through further investigation, and if not, what additional information is needed to make that determination.
- Seeking and obtaining additional information from complainants, witnesses, and governmental entities that will assist in determining whether an improper governmental activity can be proven through further investigation.
- Analyzing the additional information and making recommendations regarding whether an investigation is warranted.
- Preparing clear, concise, and accurate documents requesting information relevant to complaints, recording the information received, detailing the analysis performed on the information, and making recommendations for the disposition of complaints.
- Tracking complaints referred to other agencies.

Participating in Investigations (40%)

- Participating in: the formulation of investigative plans; conducting and completing investigations; locating and interviewing witnesses and persons suspected of engaging in improper governmental activities; and locating and obtaining evidence of improper governmental activities.
- Analyzing evidence; organizing evidentiary materials; preparing selected evidentiary materials for referral to other agencies; tracking and obtaining agency responses to investigations; and serving subpoenas.
- Preparing clear, concise, and accurate documents detailing investigative activities and findings, including documents that will be published.

Taking Complaints from the Public (10%)

- Receiving oral and written complaints regarding improper governmental activities. When receiving oral complaints, eliciting relevant information that will assist in determining the merits of the complaints and whether they are within the jurisdiction of the California Whistleblower Protection Act.
- Referring complainants to other agencies when appropriate.
- Completing intake forms that clearly, concisely, and accurately summarize complaints received and evidence offered in support of those complaints.

Special Projects (10%)

- Gathering information and conducting analyses regarding the operation of the Investigations Division and of external agencies that will assist with the direction of investigative resources and other related duties.

Desirable Qualifications

- Graduation from an accredited college or university.
- Excellent written and verbal communication skills.
- Demonstrated analytical abilities, including: the ability to apply complex legal criteria to factual situations; to sift through voluminous financial records to determine whether public funds were utilized properly; and to evaluate conflicting witness statements to distinguish truth from falsehood.
- Experience performing or assisting with investigations.
- Strong interviewing skills, including the ability to elicit information from persons who are upset or defensive.
- Demonstrated ability to work in a small team or independently, depending on the assignment.
- Familiarity with Microsoft Word and Excel.
- Flexible, positive, self-motivated, conscientious attitude and high ethical standards.
- Experience directing efforts toward multiple assignments that must be completed simultaneously.
- Proven ability to handle diverse work assignments involving a broad variety of subject areas.
- Ability to multi-task and adapt to changing priorities.

HOW TO APPLY: Complete a standard state application (STD. 678). Send the completed application to:

Location

California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
lynneg@auditor.ca.gov

FINAL FILING DATE: MAY 30, 2017

PLEASE READ BEFORE SUBMITTING AN APPLICATION

SELECTION PROCESS: Eligible candidates who are current state employees with status in the Special Investigator classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification may apply. **All interested applicants must submit a STD. 678 (with original signature) and must indicate the basis of their eligibility in the explanation box. Applications without eligibility information will not be considered. Emailed applications will not be accepted.** Only those appearing most qualified will be interviewed. All appointments will be made in accordance with applicable personnel laws and rules. Additional hires may be made if positions become available.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.