



## ASSISTANT INSPECTOR GENERAL

JC: 000307

PB: 10

FLSA: Exempt

BU: 95 (Non-Rep)

Created: October 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, plans, directs, manages, and oversees activities and operations within the Office of the Inspector General, including audits and fraud, waste, and abuse investigations; coordinates activities with other departments, outside agencies, and the Inspector General; provides highly responsible and complex administrative support to the Inspector General; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the single position full-scope senior-level manager classification with full functional management responsibility for multiple divisions of major department of the organization with significant responsibility for managing and overseeing subordinate audit and investigative supervisors. Additionally, this classification functions as the second-in-charge of the Office of the Inspector General. This classification is distinguished from the Inspector General in that the latter is an executive level management classification appointed by the Governor to oversee all activities within the independent Office of the Inspector General.

### **REPORTS TO**

Inspector General

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assists the Inspector General in coordinating and directing operations of the Office of the Inspector General.
2. Conducts complex performance audits in compliance with Government Auditing Standards.
3. Conducts complex investigations in compliance with Quality Standards for Investigations.
4. Plans, directs, and coordinates the work of subordinate professional staff engaged in the conduct of performance audits and investigations of District functions.

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5. Reviews completed performance audit and investigative reports for content and compliance with Government Auditing Standards or Quality Standards for Investigations and office policies and procedures.
6. Evaluates the soundness of recommendations proposed in draft audit and investigation reports to ensure they flow logically from the findings; are practical and feasible; and are directed at eliminating the identified cause(s) of inefficient, ineffective, or noncompliant practices or reducing the negative effect of those practices to acceptable levels.
7. In coordination with the Inspector General, establishes, modifies, and implements policies and procedures related to conducting performance audits or investigations of fraud, waste, or abuse.
8. Develops performance objectives and conducts performance evaluations of subordinate supervisory personnel.
9. Provides in-house training to office staff to ensure audits are conducted in compliance with the Government Auditing Standards and investigations are conducted in compliance with the Quality Standards for Investigations.
10. Develops and provides District-wide training on internal controls and fraud prevention.
11. Serves as the primary point of contact for the Office of the Inspector General in the absence of the Inspector General.

## **QUALIFICATIONS**

### **Knowledge of:**

- Government Auditing Standards published by the Comptroller General of the United States, Principles and Standards for Offices of Inspector General published by the Association of Inspectors General, or Quality Standards for Investigations published by the Council of the Inspectors General on Integrity and Efficiency
- Standards for Internal Control in the Federal Government published by the Comptroller General of the United States or Internal Control – Integrated Framework published by the Committee of Sponsoring Organizations of the Treadway Commission
- Operational characteristics, services, and activities of a public sector performance auditing or inspector general function
- Advanced principles and practices of public sector performance auditing and evaluation of complex programs and operations
- Advanced research, data collection and analysis, statistical, program evaluation, and qualitative and quantitative analytical techniques and their application
- Principles and practices of general, fund, and government accounting
- Advanced principles, tools, and techniques of project planning and management
- Organizational administration and management theories
- “Plain Language” report writing guidelines
- Principles of supervision, training, and performance evaluation
- Related federal, state, and local laws, codes, and regulations

**Skill/Ability in:**

- Overseeing and participating in management of a comprehensive audit or investigation program
- Participating in developing and administering department goals, objectives, policies, and procedures
- Selecting, supervising, training, leading and motivating, and evaluating staff
- Overseeing, directing, and coordinating the work of lower-level staff
- Effectively planning and designing audit and investigation plans, including detailed methodologies, for complex audit projects and investigation activities
- Analyzing and assessing policies and practices and developing recommendations for improvements
- Interpreting and applying applicable federal, state, and local laws, regulations, and policies
- Researching, analyzing, and evaluating best practices and new service delivery methods and techniques
- Maintaining an objective, independent attitude about the subjects under audit or investigation
- Critical and innovative thinking, analysis, and problem solving, including the ability to test conclusions that are based on abstract or incomplete information against relevant criteria
- Reviewing completed audit and investigation work products for quality assurance control and compliance with applicable audit or investigation standards
- Preparing clear and concise audit, investigation, and administrative reports
- Clear oral communication
- Working under strict deadlines and being able to shift gears as needed to respond to emerging priorities
- Anticipating future needs and making decisions in a changing environment
- Public speaking
- Interviewing potential witnesses and subjects of investigations
- Handling sensitive and confidential information appropriately
- Coordinating with District Counsel and outside law enforcement and prosecutorial entities, as appropriate, to assist in providing evidence obtained through investigations of violations of criminal law
- Establishing and maintaining professional, effective, and collaborative working relationships with those contacted in the course of work

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's degree in business administration, public policy, public administration, accounting, finance, law, or a closely related field from an accredited college or university.

**Experience:**

Six (6) years of full-time equivalent, verifiable professional performance auditing, policy analysis, program evaluation, criminal or administrative investigation, or similar experience, which must have included at least three (3) years of supervisory-level experience or higher. Experience in a public sector environment is highly desirable.

**Other Requirements:**

Possession of a valid certificate as a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Inspector General (CIG), Certified Inspector General Auditor, or Certified Inspector General Investigator is desirable but not required.

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**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment, field environment, construction site environment, exposure to computer screens.

**Physical Conditions:**

Physical condition necessary for walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers

**Census Code:** 0020 – General and Operations Managers

**Safety Sensitive:** No