

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Management Auditor	OFFICE/BRANCH/SECTION HQ/Audits and Investigations	
WORKING TITLE Investigator	POSITION NUMBER 900-077-5841-	EFFECTIVE DATE 05/23/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under close supervision of a Senior Management Auditor, the incumbent will perform at an entry level of this series, learn and develop appropriate skills and procedures in conducting administrative investigations. Under guidance of a Senior Management Auditor and/or lead investigator, the incumbent will learn to become responsible for the less complex investigative work, including planning, performing, completing and reporting the results of the investigation.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
60%	E	Under close supervision of a Senior Management Auditor (SMA) and/or lead investigator, the incumbent will initially assist with and then learn to conduct critical and sensitive investigations alleging misconduct by Caltrans employees. With assistance and general direction from the SMA and/or lead investigator, the incumbent will learn to formulate investigative plans, identify and interview witnesses, gather relevant evidence, confront subjects with evidence and gauge their response, and prepare written documents associated with the complete investigation package, including whether the allegations are founded based on the evidence gathered. The incumbent will learn to utilize principals and procedures to assure the reliability and integrity of fact finding and the adequacy of evidence in support of final findings. Upon development of the appropriate skills and under the general direction and assistance of the SMA and/or lead investigator, the incumbent will conduct investigations of less complex administrative investigations.
15%	E	Under the guidance of the SMA and/or lead investigator, the incumbent will learn to maintain up-to-date case records, monthly activity reports, complete working papers and draft/final reports in compliance with Audits and Investigations (A&I) standards for format, clarity, content, content and adequate support, and communicate the findings to the appropriate level of Caltrans management, and to other parties on a "need to know" basis. Incumbent will take necessary measurements to protect the confidentiality of all investigative reports and records.
15%	E	Under the guidance and direction of the SMA and/or lead investigator, the incumbent will assist the lead investigator with their complex, critical and sensitive investigations.
10%	M	Performs other routine required tasks related to on-going A&I's activities; time reports, travel reports, training, staff meetings, and other duties, as required.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

1. Basic auditing standards, practices, techniques and methods.
2. Principles and/or experience/background in investigations or criminal justice or labor relations/personnel, and/or educational background in accounting/auditing, law, criminal justice, finance, or investigations.
3. Generally accepted governmental accounting procedures.

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4. Probability sampling.
5. The financial organization and procedures of the State of California.
6. Knowledge of the Department and state policies, procedures, laws, rules, and regulations as well as Department accounting, financial and personnel management and supervision procedures to accomplish investigations work.

Ability to:

1. Communicate and express information clearly, concisely and effectively in oral form and to listen effectively and with comprehension.
 2. Perform effective interviews and interrogations.
 3. Confront others with evidence of misconduct and evaluate responses.
 4. Assess facts and circumstances with objectivity, fairness, without bias and with sound judgement.
 5. Separate essential and relevant information from irrelevant information.
 6. Define a problem, identify alternative solutions, assess the merits of solutions and come to an appropriate decision, and act effectively accordingly.
 7. Effectively manage time and projects.
 8. Express ideas; concisely and effectively in written reports and other working documents.
 9. Maintain needed confidentiality of all information gathered.
 10. Operate a computer at a level sufficient to prepare work papers according to office standards (Word, Excel), communicate by e-mail, and conduct research within the departmental (Intranet required, and other systems helpful) and internet venues.
 11. Deal with difficult people, and perceive and react sensitively to the needs of others.
 12. Work harmoniously with staff, superiors, Department managers, and external parties.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper resolution of complaints could result in loss of misuse of state assets and resources, failure to hold culpable employees accountable for their actions, non-compliance with policies, procedures, rules, laws and regulations, adverse publicity, and legal liability and/or litigation involving the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent communicates orally and/or in writing with A&I staff and management, Caltrans management and staff in all districts/programs, management and staff of other governmental and law enforcement agencies, members of the legislature and their staff, persons with the executive branch of state government, and the general public and has contact with a wide variety of people including complainants, subjects, and witnesses, and key external contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to use a keyboard with a laptop or a desktop computer. The incumbent may be required to handle voluminous documents or files, and must be able to operate mechanical devices such as a digital recorder, camera, or video camera. The position requires that the incumbent be able to confront others with evidence of misconduct and evaluate responses, remain calm when dealing with difficult or emotional situations, or persons who are upset/angry. The position requires sitting at a desk or computer screen for reasonable periods, typing, walking, bending, stooping and lifting items of up to 25 pounds. The incumbent must be willing to travel; and comply with professional standards of conduct. The position occasionally entails working beyond a normal Monday through Friday schedule, e.g. working on a weekend or in the evening.

WORK ENVIRONMENT

The incumbent is primarily in an office environment. However, duties may also require fieldwork, including surveillance during the evening or weekend hours as required by the assignment. This position requires overnight travel, and also entails travel to and from work at other Department facilities such as construction sites, maintenance facilities, or other field locations.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE