



INVESTIGATOR II

(Office of Inspector General)

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree plus two years of work experience in the performance of fact finding analysis and investigative research and reporting work, or an equivalent combination of education, training, and experience provided that the minimum degree requirement is met. A valid State of Illinois driver's license is required, as well as the availability to work any duty watch.

DUTIES:

- Interviews difficult or uncooperative complainants, witnesses, and employees to gather facts in order to investigate cases of alleged criminal activity, official misconduct, and violations of personnel and administrative rules by city employees;
- Conducts site visits to collect physical evidence and to perform detailed 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 criminal activities or acts of misconduct (e.g. fraud, corruption, residency violations);
- Interviews complaints 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 detailed reports of investigations conducted, including findings of waste and inefficiency of city programs, and makes recommendations for discipline and improvements to departmental operations;
- Assists senior staff and personnel from operating departments participating in the conduct of criminal, large-scale and complex investigations;
- Establishes and maintains confidential sources in order to obtain additional information for pending investigations;
- Testifies in court, at arbitrations or hearings on investigation findings;
- Updates and maintains case management records in order to report on the status of assigned investigations;

ANNUAL SALARY: Range: \$64,320 – \$86,856 (annual increases)
Starting \$64,320; Post successful six-month review \$67,464