

ATTACHMENT A

Title: Inspector General

Examples of Duties/Responsibilities (including but not limited to):

- Direct, conduct, and oversee complex performance reviews, financial, contracts, and compliance audits of City operations and practices to ensure that appropriate safeguards of City resources are maintained.
- Provides increased accountability and oversight of entities of City government, special districts and joint powers authorities of which the City is a member and entities receiving funds through the City, to assist in improving agency operations and in deterring and identifying fraud, waste, abuse and illegal acts.
- Develop specific goals and objectives to increase efficiency, effectiveness, transparency and accountability of city programs and operations.
- Implement and establish process enhancements and improvements that strengthen overall government integrity and business processes.
- Directs and conducts the planning and organization of complex investigations that could involve fraud, waste, and violations of City policy or the law.
- Directs the establishment and effectiveness of policies, guidelines, requirements, and strategies for internal and contract audits, investigations, and special studies.
- Works in collaboration with the staff in preparing Internal Audit and Contract Audit Annual Work Plans.
- Directs and reviews the preparation of reports of audits, investigations, and special studies for the City.
- Directs the fraud prevention and fraud awareness programs such as the “whistle-blower protection” policy and ensures implementation and compliance.
- Reviews, evaluates, investigates citizen complaints.
- Oversight and monitoring of the operation of the City’s Whistleblower and Fraud reporting Hotline.
- Consults with members of the City’s Management, Senior Management, Executive Team, and other staff to coordinate activities, resolve discrepancies identified in audits or investigations; improve financial management and operational controls and procedures; to advise on any requirements and restrictions imposed by laws, rules, or procedures.
- Direct and review the supervision and training of the auditing and investigative staff.
- Obtains, analyzes, and appraises information to determine and provide conclusions of facts in detailed reports.
- Ensures well-defined objectives for each audit or investigation, encompassing factors such as internal control soundness, compliance with policies and procedures, asset safeguarding, and the reliability of financial and operational information.
- Prepares professional, detailed, sensitive, and complex reports of audit findings, presenting well-reasoned recommendations to the City Council, Mayor, City leadership, and other appropriate stakeholders.
- Meets with appropriate City staff to discuss audit results, provide insight, recommendations, and address other concerns as appropriate.
- Attends meetings with the public and City leadership as necessary.
- Provide policy, investigative and audit support to the Board of Ethics related to Code of Ethics and conduct.
- Testifies as an expert witness.
- Performs related duties as assigned.