



THE CITY OF SAN DIEGO

The City of San Diego is accepting resumes for the unclassified position of

PRINCIPAL AUDITOR / INVESTIGATOR OFFICE OF THE CITY AUDITOR

Salary Range: Dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **Open until filled.** Candidates are encouraged to apply as interviews and selection may begin upon receipt of resumes from qualified individuals.

The City:

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play.

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2010 operating budget of approximately \$3.0 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:

The Office of the City Auditor is charged with providing audit and investigative services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our City government. The Office of the City Auditor is an independent office that reports to the City Council's Audit Committee. Through performance audits and investigations, the Office of the City Auditor provides essential information to assist the Administration and City Council in its decision-making process. Our mission is to advance open and accountable government through accurate, independent, and objective audits and investigations that seek to improve the economy, efficiency, and effectiveness of City government. The Office of the City Auditor administers a Fraud Hotline as a means for City employees, vendors and the general public to confidentially report suspected fraud, waste and abuse related to City activities. The City Auditor investigates all material complaints of fraud, waste, and abuse received from the City's Fraud Hotline. An independent third-party provider accepts the Fraud Hotline calls and sends confidential reports summarizing the information received to the City Auditor to conduct investigations.

The Position:

Under the general direction of the City Auditor, the Principal Auditor / Investigator will perform investigations following the procedures recommended by the Association of Certified Fraud Examiners for any allegations of improper financial activity and fraud, waste and/or abuse that appear to be material in nature. The scope of the investigations will be to determine if the accusations made are valid and to determine if there are any potential internal control weaknesses that need to be corrected that allowed fraud, waste and/or abuse to occur.

Additional responsibilities include but are not limited to:

- Examine allegations of fraud, waste and abuse and plan appropriate investigative strategies and approaches to determine if the allegations are valid;
- Conduct investigations which will potentially involve violation of City policies or of laws, which may involve misconduct, possibly criminal in nature;
- Interview witnesses, complainants, informants, suspects, City employees, vendors, contractors, and members of the public;
- Coordinate with law enforcement officials and the City Attorney's Office as appropriate during the course of investigations;
- Secure facts and develops evidence from all sources to establish the extent and nature of violations being investigated;
- Examine a wide variety of documentary evidence such as bank records, financial records, system of internal control, emails, contractor records, and other relevant records;
- Prepare case files documenting the procedures and findings of the investigations performed and the evidence gathered;
- Prepare written reports outlining fraud, waste or abuse that has been substantiated and recommend corrective actions to be taken by City management to resolve problems, abuses, and deficiencies identified;
- Prepare Quarterly Fraud Hotline Statistics Reports and present the information to the City's Audit Committee;
- Develop and implement new investigative techniques and update the City Auditor's Fraud Hotline Policies and Procedures Manual as appropriate.

Qualifications:

The ideal candidate will possess the following qualifications:

- Knowledge of proper investigative techniques and procedures for conducting investigations including techniques of identifying, preserving and presenting evidence, and interviewing techniques and strategies;
- Ability to collect, compile, analyze, interpret and present data and draft investigative findings and reports;
- Excellent written and verbal communication skills and the ability to give oral presentations;

- Ability to organize and prioritize multiple assignments, using initiative to accomplish results;
- Ability to balance competing priorities with both internally and externally imposed deadlines;
- Ability to conduct and complete investigations with accuracy and in a timely manner;
- Ability to review, interpret, apply and explain municipal codes, administrative regulations, rules, policies and procedures applicable to investigations;
- Strong interpersonal skills and political acumen to work effectively with City employees, the public, external agencies and businesses to gather information and complete investigations.

Any combination of education, experience and training equivalent to completion of a Bachelors degree in accounting, business administration, public administration, criminal justice or a related field from an accredited college or university; **and** a minimum of three years of professional experience conducting investigations. Professional certifications, such as a Certified Fraud Examiner, an advanced degree, and advanced data analysis skills are highly desirable. Proficiency in MS Word, Excel, and PowerPoint is required.

Management Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and .25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401(k) programs. Benefits currently offered to employees may be subjected to future modifications.

Selection Process:

To be considered for this position, please email your current resume, a letter of interest highlighting your relevant work experience and a list of three work-related references to: CityAuditor@SanDiego.gov. **EEO/ADA.**