

# City of Baltimore – Office of the Inspector General

## Lead Special Agent

The Office of the Inspector General is seeking a Lead Special Agent.

### Overview

The Office of Inspector General (OIG) was created as an oversight authority that could effectively investigate at all levels of City government, while remaining autonomous, independent and insulated from political influences.

The Mission of the OIG is to promote accountability, efficiency, and integrity in City government. The citizens of Baltimore have a right to expect that City government will operate with maximum efficiency, accountability, and integrity. The OIG is uniquely positioned to serve as a major contributor in the effort to build and maintain an increased level of public trust in City government and to assist the City in achieving better results with limited resources. The OIG is committed to working toward an open, honest, and accountable government. Investigating complaints of fraud, waste, and abuse is one way we carry out our mission.

### Essential Duties and Responsibilities (*not inclusive*)

- Responsible for directing the activities of the investigative function within the OIG under the direction of the Deputy Inspector General.
- During the Deputy Inspector General's absence, serves as the acting Deputy Inspector General.
- Manages and provides direction to Special Agents responsible for planning, managing, conducting and reporting on complex investigations.
- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards are maintained. Assists in training staff and overseeing productivity and developing performance and administering corrective action. May offer recommendations for hiring, termination and pay adjustments.
- Performs supervisory duties such as evaluating performance, accounting for time/approving leave, resolving employee performance and conduct issues; performing related functions to effectively manage the investigations team.
- Provides advice and direction to staff on investigative matters. Provides consultative advice and analysis to management on investigative matters.
- Assists in the preparation of comprehensive investigative program for assignment and subsequent review by management.
- Plans, leads and conducts preliminary inquiries and investigations of complex and/or sensitive allegations of fraud, waste and abuse relating operations and activities in Baltimore City government.
- Serves as an advisor to OIG management on administrative issues relating to the OIG investigations component.
- Prepares reports and other documentation related to the OIG investigative function.

- Maintains liaison with law enforcement agencies and administrative agencies and offices on the Federal, State and local levels, as well as with agencies within Baltimore City government during the course of criminal and administrative investigations to acquire information and leverage resources.
- Maintains liaison with prosecutors on the Federal, State and local levels to facilitate criminal, civil fraud and administrative cases related to OIG investigations, including but not limited to assisting prosecutors and other attorneys with evidence gathering and acting as a witness in court cases.
- Identifies systemic issues and problems related to OIG investigations to promote the efficiency and effectiveness of activities and prevent fraud, waste and abuse related to Baltimore City government operations, and keep management informed about deficiencies in the organization's operations and activities.
- Assists in determining whether a complaint should be assigned for investigation, referred for evaluation, referred to management or other entity, or closed internally.
- Ensures the timely performance of quality work. Reviews, accepts, amends and rejects work products such as Memorandums of Interview, Memorandums of Investigative Activity, Reports of Investigation, operating under policies and procedures adopted by the Office of the Inspector General.
- May be required to adopt a small caseload, based on operational activities.

## Requirements

- Graduation from an accredited college or university with a Bachelor's Degree in criminal justice, legal professions, management or a related field.
- Demonstrated ability to lead others and provide direction to ensure investigations are conducted in an accurate, thorough and complete manner.
- Ability to deal professionally with a variety of people, including some who may be uncooperative, in order to legally obtain information necessary to conduct complex and/or sensitive inquiries and investigations.
- Ability to communicate effectively at all levels of the organization, both orally and in written form.
- Expertise in the evaluation and application of broad methods of investigation, with technical knowledge in emerging issues related to fraud investigations.
- Comprehensive knowledge of investigative techniques, principles and concepts, including but not limited to those pertaining to witness/employee interviews, documentation of interview and investigative activities of a variety of data sources.
- Knowledge of legal principles relating to investigations, including but not limited to interviews, handling of documentary and physical evidence and its admissibility in criminal and administrative proceedings.
- Certified Fraud Examiner (CFE) Certification preferred.

## Compensation

- The salary range for this position starts at \$75,000 and is commensurate with education and experience.
- Baltimore City Government offers a comprehensive benefits package, including generous health benefits, vacation leave, and retirement options.

**NOTE:** Candidates under final consideration will be required to undergo and pass a background check and drug/alcohol test.

**The City of Baltimore is an Equal Opportunity Employer**