

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000725
Grade 21**

OIG INVESTIGATIVE ANALYST I

DEFINITION OF CLASS:

This is developmental professional level staff work including a variety of research, analytical and administrative duties involved in reviewing the effectiveness and efficiency of programs and operations in County Government and independent County funded agencies, preventing and detecting fraud, waste and abuse in government activities, and proposing ways to increase the legal, fiscal and ethical accountability of County Government and County-funded agencies. Personal contacts are with department/agency heads, division chiefs and key staff, the General Counsel and deputies, County Council staff members, prosecutors, County contractors and the public. Contacts involve gathering data, facilitating or performing inspections, investigations and audits, providing advice in area(s) of expertise and making recommendations. The purposes of these contacts are to exchange information, coordinate activities and provide advice. Limited one-to-one assistance is provided directly to the public.

An employee in this class is typically assigned to provide case development support to a team in a full-scale or preliminary investigation of alleged or possible fraud, waste and abuse, or perform discrete segments of limited, smaller-scale and fairly straightforward reviews of programmatic, budgetary or ethical questions involving County Government or County-founded agencies. Assignments require ability to collect data (including evidence) from various sources using a variety of means; analyze program and budget data and operations from an auditor, investigator or management analyst perspective; and present data, analyses, conclusions and recommendations for use in further processes, in supporting documentation or in formal reports and other end-products. The employee may be assigned to a project team led by a higher level Program Investigative Analyst. The supervisor, Program Investigative Analyst or another higher level staff member defines objectives, priorities, and deadlines, and provides assistance with nonstandard or unusual problems that arise. Completed work is evaluated for technical soundness, appropriateness of methods and procedures used, and conformity to established policy and requirements. Guidelines in the form of established policies and precedents for conducting audits, program reviews and investigations by the Office of the Inspector General are available, but may require some modification or adjustment to fit specific circumstances. The work requires the collection of data from various sources by diverse means, the determination of inter-relationships, the evaluation of fiscal, programmatic, operational or ethical impact, and sound reasoning in problem-solving. The employee primarily performs standard or non-standard but limited assignments that affect the effectiveness and efficiency in delivery of public services, the safeguarding of assets, transparency of operations, and integrity and ethics in County Government and County-funded agencies. The work is mainly sedentary, presents no significant hazards to the employee, and is performed primarily in an office environment. However, there is some field work involving interviews and surveillance activities where there is occasional exposure to adverse weather, dirt, grease and other mildly adverse environmental conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Collects, organizes, analyzes and evaluates information concerning the effectiveness or efficiency of programs and operations or allegations of fraud, waste and abuse, including primary and supporting research using telephone, Internet and other electronic means, face-to-face interviews and surveillance. Develops the informational framework for reviews and investigations, makes conclusions, identifies options and prepares and maintains documentation, position papers, reports and memoranda. May make presentations to key officials, committees, task forces and others.
- Reviews operating budgets, capital improvement program budgets, payroll records, other financial documents, land use regulations, site plans, record plats, other land use and building documents, and a variety of program documents.
- Works jointly with other staff to determine if criminal or civil statute violations have occurred.
- Establishes and maintains effective working relationships with officials and staff of Executive branch departments and County-funded agencies.
- Responds to oral or written inquiries from the employees, whistleblowers and the general public.
- May work with contract auditors and investigators regarding annual financial statement audits and special investigations.
- May work with a citizens' advisory group to ensure public input on accountability issues.
- Uses a computer and automated databases, and may create databases and templates.
- May perform a variety of administrative assignments, such as preparation and organization of Office of the Inspector General informational materials for the County Council or the general public.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, standards, methods and practices within the areas of assignment. This includes but is not limited to accounting, auditing, public administration, management analysis, or fraud investigation.
- Considerable knowledge of the principles and practices of local government financing, operations and administration, to include specific laws, rules, regulations, policies, and procedures which govern and control County Government functions within assigned work program area(s).
- Knowledge of the organization structure, functions and operations of the County Government and of bi-County, State, and Federal agencies which deal with the County, within assigned work program area(s).
- Skill in problem solving to identify and define issues, collect, analyze and evaluate legal, fiscal, policy, programmatic and operational data to identify problems, reach conclusions, identify options and make recommendations. This includes skill in quantitative analysis.
- Skill in oral communication to exchange factual, conceptual and policy information, which is highly sensitive at times, with diverse personal contacts. This includes skill in preparing and making formal presentations to key officials and in defending findings.
- Skill in written communication to read and understand factual, conceptual and policy information, which is highly sensitive at times, and to express such information in writing so that others will understand. This includes skill in preparing reports, documentation and correspondence.
- Good interpersonal skills to develop and maintain effective working relationships with personal contacts.
- Skill in the use of a computer and modern office software, including email, planning/scheduling, word processing, spreadsheet and database applications.

- Ability and willingness to work in a context of multiple projects, changing priorities and tight deadlines, and to attend meetings or perform other assignments at locations outside the office, when necessary. This includes conducting some work in the field, including interviewing persons, collecting evidence and conducting surveillance.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of professional-level experience in a subject area relevant to the Office of the Inspector General, including at least one (1) year of professional experience in auditing, accounting, public administration, management analysis, criminal or fraud investigation.

Education: Graduation from an accredited college or university with a Bachelor's degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: November, 2007

Revised: January, 2013

August, 2013

October, 2014

September 1, 2017

Formerly Titled: Assistant Inspector General I