



LOYOLA
UNIVERSITY
NEW ORLEANS

OFFICE OF THE PRESIDENT

Dear Citizens of New Orleans, Mr. Mayor, and Members of the City Council:

I am submitting this report in my capacity as Chair of the Ethics Review Board for the City of New Orleans. Attached you will find the first Annual Report from the Ethics Review Board and the Inspector General of the City of New Orleans.

A good deal of effort has been spent in the last fifteen months establishing the Ethics Review Board and the Inspector General's Office. Enclosed is a report from the Ethics Review Board, with supporting information, and a report from the Inspector General. The reports recount what has been accomplished. It is helpful to recall that this Board and the Office of the Inspector General did not exist prior to January 2007. So, a good deal of our work, in the last fifteen months has been organizational; including hiring the City's first Inspector General.

Thanks to your support we have laid a good foundation as we begin to move forward in our work to help create a city that better serves its people.

With thanks for your support,

Ethics Review Board for the City of New Orleans

Kevin Wm. Wildes, S.J., Ph.D., Chair
President, Loyola University

Rev. Cornelius Tilton, D.D., Vice Chair
Pastor, Irish Channel Christian Fellowship

Elizabeth S. Nalty, Secretary
Community Activist

Beverly C. Favre, Ph.D., Board Member
Southern University New Orleans

Winston D. Brown, Board Member
Xavier University

Leah Chase, Board Member
Dooky Chase Restaurant

Kathryn Venturatos Lorio, Board Member
Professor of Law, Loyola University

31 March 2008

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March 2008

Annual Report by the Ethics Review Board to:

The Citizens of New Orleans

The Honorable C. Ray Nagin, Mayor

Members of the New Orleans City Council

This Report is written in accordance with Section 9-1120, Chapter 2 of the Code of the City of New Orleans to add Article XIII. It is an overview of the work of the Ethics Review Board (ERB) in its first year of operation.

In our first year we have spent a lot of time organizing our operations and procedures since there were none established when we began our work in January 2007. We focused on the organization of the board and its functions, and rules and procedures to promote efficiency and effectiveness of the Board in handling matters that will come to the board for review.

Our most important work in the past year was the hiring of the first Inspector General for the City of New Orleans and initial start up of Office of the Inspector General (OIG). We conducted a national search for an Inspector General. We then worked with the new IG, the Mayor, and City Council to establish the budget for the IG and ERB. We set up offices for operations. We worked with the Governor and Legislature during the Special Session on Ethics.

I. History

The ERB was established under the Home Rule Charter jurisdiction and the ERB finds its origins in Article IX, Chapter 4 of the Chart, entitled "Office of Inspector General; Ethics." Section 9-402 directed the City Council to establish the Ethics Review Board by ordinance. Under that ordinance the ERB is empowered to issue advisory opinions, promulgate rules regarding interpretation and enforcement of the Code of Ethics, retain counsel and impose fines. Other relevant Charter provisions can be found in Article IX, Chapter 1 ("Board and Commissions in General"), as well as other provisions of the Home Rule Charter as it may relate to the context of the work of the ERB.

II. Selection of Board Members

Under the above Home Rule Charter, the presidents of Dillard University, Loyola University New Orleans, Tulane University, Southern University New Orleans, Xavier University and the University of New Orleans submitted names to the Honorable C. Ray Nagin, mayor of the City of New Orleans in nomination to the ERB. At that time, the mayor selected a nominee from each university and also named one member to the ERB. The present members of the ERB are: Mrs. Leah Chase nominee of Dillard University; Dr. Kathryn Venturatos Lorio nominee of Loyola University New Orleans; Mrs. Elizabeth S. Nalty nominee of Tulane University; Dr. Beverly C. Favre nominee of Southern University New Orleans; Mr. Winston Brown nominee of Xavier University; Rev. Kevin Wm. Wildes, S.J., nominee of the University of New Orleans; and Rev. Cornelius Tilton nominee of Mayor Nagin.

III. Summary of ERB Work Performed

The first meeting of the newly established ERB was held on January 26, 2007 at Xavier University at which time the ERB elected Rev. Kevin Wm. Wildes, S.J., chair, Rev. Cornelius Tilton, vice chair, and Mrs. Elizabeth Nalty, secretary. The first order of business for the ERB was to proceed to educate itself on the pertinent laws and ordinances pertaining to the ERB and commence a search for the first Inspector General for the City of New Orleans. Rev. Wildes, chair, agreed to provide office space and support staff for the ERB and OIG at Loyola University New Orleans until such time as an official office, budget and hiring of staff can be effected. Xavier University agreed to provide public meeting space for the ERB meetings. The ERB started the process of developing its By-Laws.

February 2007

The search process, approval of position description for the Inspector General and timeline were established by the ERB (*See Attachment 1*). The ERB also began the development of rules and procedures for ERB.

March 2007

David Marcello of the Tulane Public Law Center, as well as Evelyn Pugh and Dawn Segura from the City Attorney's Office, provided in-service training on topics of Home Rule Charter Provisions, City Code Provisions, State Ethics Laws and the State "Sunshine" Law. The ERB began a national search for Inspector General candidates and approved advertisements and announcements for the position.

April 2007

The request for position of Inspector General received final approval by the Civil Service Commission. Inquires to other cities and municipalities were made by the ERB to determine further information on the office of the inspector general. Candidate requirements and best practices were established. The ERB adopted By-Laws (*See Attachment 2*). The Chair shared a memo to him, by the City Attorney, in response to questions about the indemnification of Board members. The memo stated that members

of the ERB are considered “officers of the City of New Orleans while fulfilling the responsibilities and duties of the position. As such, members are clearly protected in the performance of such duties.”

May 2007

There was a review by the ERB of the character and competency of 20 candidates for the position of inspector general. Under a system of rating and scoring of candidates, five finalists were notified of interviews by the ERB.

June 2007

Interviews of the final candidates were conducted on June 7 and 8, 2007. Candidates were vetted by appropriate agencies and ERB members performed in-depth personal reference checks. Additionally, education transcripts were reviewed and examined for authenticity. Inspector General candidate Robert A. Cerasoli was hired by the ERB with a start date of September 2007 (*See Attachment 3*).

July 2007

ERB work continued with no formal meeting held.

August 2007

Formal discussions were held regarding the relationship of the ERB and OIG as well as commonalities of the State Ethics Board and ERB. There was further discussion on rules and procedures of the ERB. ERB member, Kathryn Lorio, and David Marcello of the Tulane Public Law Center began a working draft of the rules and procedures.

September 2007

Budget information for the ERB and OIG was prepared to be submitted to the City of New Orleans. Discussion of legal representation and possible conflict with the city attorney was also discussed. A work plan will be developed by the Inspector General.

October 2007

Budgets for the ERB and OIG were submitted in a timely fashion to the mayor’s budget office. There was an initial round of discussion on the draft of the rules for the ERB. There was continued discussion on legal representation and other issues regarding amendments to the Ordinance. The ERB and Inspector General worked with City Council members on an amended ordinance.

November 2007

The Inspector General and chair of the ERB appeared before the City Council for budget hearings. The Inspector General and the ERB worked with the Council, particularly with Cynthia Hedge Morrell, chair of the budget committee, and the OIG budget was approved.

December 2007

Work continued on ERB rules.

January 2008

A preliminary draft of the ERB rules was reviewed and a final review subcommittee formed. Office space was secured for the OIG in the Federal Reserve Bank Building.

February 2008

A final draft of the ERB rules was adopted. (*See Attachment 4*). Rules are to be submitted to the City Council for promulgation process. Legislative submissions were made to the Louisiana Legislature at its special session on ethics. Representative J.P. Morrell submitted House Bill 80. Under HB 80 the ERB/IG is authorized the following:

- Designation of ERB as a law enforcement agency (LEA), who upon application by the OIG can confer LEA status upon IG along with all powers associated with LEA status;
- Grants ERB/IG subpoena power in state courts;
- Authorizes ERB/IG ability to employ its own legal counsel;
- Allows for confidentiality of records until an investigation/audit/exam or other procedure is completed and a final report issued.

IV. Staffing and Offices of OIG

As of this writing, the staff members of the OIG are: Robert A. Cerasoli, Inspector General, Francis Marvin Doyal, CPA, CIG, CFE, first assistant Inspector General for Audit and Review, and Leonard C. Odom, Assistant Inspector for Investigations. (*See Attachment 5 for a copy of the organizational chart of the office structure of the OIG. Attachment 6 has biographical information on Messrs. Doyle and Odom.*) The office of the OIG is housed in the Federal Reserve Bank Building in the central business district of New Orleans.

V. Staffing of ERB

As of this writing, the ERB is staffed by Loyola University. A staffing subcommittee was formed at the January 2008 ERB meeting to review applicants for the positions of legal counsel and executive director.

Future Work

In the year ahead the ERB will support the OIG to complete the hiring of staff. We will also review the OIG work plan for the new year. Also, it is our priority to begin, with the OIG, to conduct education classes for city employees on ethics rules and regulations.

Attachment 1

Position Announcement

The Ethics Review Board of the City of New Orleans is accepting applications for the position of Inspector General. The Inspector General will conduct activities designed to detect and deter waste, fraud, corruption, abuse of power and other illegal activities in all financial and other transactions involving the City of New Orleans and related entities.

Qualifications shall include at least five years of experience in any one, or combination, of the following fields: federal law enforcement officer; federal or state judge; licensed attorney with expertise in audit and investigation of waste, fraud, corruption, and abuse of power; senior level auditor or comptroller; supervisory experience in an investigative public agency similar to an office of Inspector General. A four-year degree from an accredited institution of higher learning is also required.

Highly qualified candidates should have strong leadership abilities with an emphasis in both conducting and managing complex investigations involving allegations of fraud, theft, deception, and conspiracy, as well as experience in accounting, auditing, business, or public administration; demonstrated ability to work with local, state, and federal law enforcement agencies and the judiciary; or an advanced degree in law, accounting, public administration, or other relevant field.

Additional information about this position may be obtained by contacting the chair of the Ethics Review Board, Fr. Kevin Wildes, S.J., Office of the President, Loyola University New Orleans. Please send a detailed resume, letter of application, official college transcript, and three letters of recommendation, postmarked no later than April 30, 2007 to:

Ms. Gail Howard
Office of the President
Loyola University New Orleans
6363 St. Charles Avenue
Campus Box 9
New Orleans, LA 70118

Attachment 2

By Laws of the Ethics Review Board

The City of New Orleans

Article I – Name

The name of this Board as provided in Article IX, Chapter 4 of the Charter shall be the Ethics Review Board, hereinafter referred to as “ERB”.

Article II – Purpose

Pursuant to section 9-402 of the Home Rule Charter, the ERB may establish additional recommendations for the code of ethics, issue advisory opinions, promulgate rules regarding the interpretation and enforcement of the city’s code of ethics, refer cases for investigation on referral or complaint, retain counsel, and impose fines.

Article III – Membership

Membership. Board shall consist of seven (7) members. Six members of the board, all of whom are domiciled in and electors of the city, shall be appointed by the mayor from lists of three nominees each submitted by the presidents or chancellors of Dillard University, Loyola University, Southern University of New Orleans (SUNO), Tulane University, University of New Orleans (UNO), and Xavier University. One additional member shall be appointed by the mayor. Each appointment is subject to approval by a majority of the members of the city council.

Qualifications. No member may hold any elective or appointed position with the city nor any other government or political party office or have held such position within two years before appointment to the ethics review board.

Removal. A member of the ethics review board may be removed by the mayor only for cause in accordance with the procedures established in section 9-104 of the Home Rule Charter and by the council in accordance with the procedures and for the reasons established in section 3-125 of the Home Rule Charter.

Vacancy. Within ten days of a president’s or chancellor’s recommended appointee’s vacancy being created, the mayor shall request the university presidents or chancellors to submit within 30 days lists of three nominees each to the mayor for consideration to fill the unexpired term. Within 30 days of receiving the list of nominees, the mayor shall submit a selection to the council for its consideration. Within 30 days of an unaffiliated appointee’s vacancy being created, the mayor shall submit a suggested replacement to the council for its consideration. Within 30 days of receiving a mayoral nomination, the council shall approve or reject the appointment.

Term. The terms of the initial members shall be as follows: One member shall be appointed for a term to expire June 30 of the first year; one member shall be appointed for a term to expire on June 30 of the second year; one member shall be appointed for a term to expire on June 30 of the third year; one member shall be appointed for a term to expire on June 30 of the fourth year; one member shall be appointed for a term to expire on June 30 of the fifth year; one member shall be appointed for a term to expire on June 30 on the six year; and one member shall be appointed for a term to expire on June 30 of the seventh year. At the expiration of the term of each initial member and of each succeeding member, a successor shall be appointed to serve for a term of seven years. Each such term shall expire on June 30 of the seventh year.

Article IV – Officers

Section 1. Personnel

The officers shall consist of a Chair, Vice Chair and Recording Secretary, all to be elected from the Board.

Section 2. Duties

A. Chair

The Chair shall preside at all meetings of the ERB and the Executive Committee, shall make all appointments, and when necessary, shall call special meetings. Chair shall be the accredited representative of the ERB at outside meetings unless delegating this power to another member of the Board. The Chair shall be the official spokesperson for the ERB.

B. Vice Chair

The Vice Chair shall perform all the duties of the Chair in the case of an inability to serve.

C. Recording Secretary

The Recording Secretary shall keep the minutes of the proceedings of both the ERB and the Executive Committee meetings for public record. In the absence of both the Chair and Vice Chair, the Recording Secretary shall conduct the meeting. The Recording Secretary shall distribute meeting notices.

Article V – Committees

A. Executive Committee

The Executive Committee shall consist of the three elected officers.

B. ERB

The Ethics Review Board (or committee) shall have the responsibility to develop and approve By Laws. It shall adopt rules and procedures that would enforce the City of New Orleans' code of ethics. It shall conduct a national search and hire the Inspector General for the City of New Orleans. The ERB shall receive no later than September 1st of each year, an annual work plan from the Inspector General.

Article VI – Meetings

- A. Regular meetings of the ERB shall be open to the public in accordance with applicable state and municipal law. The time, date, and place shall be decided by the members of the ERB and shall be in accordance with the applicable open meeting laws.
- B. Four members of the ERB shall constitute a quorum for the purpose of transacting the business of the board.
- C. Executive Session shall be called in accordance to the Louisiana open meetings laws.
- D. Public comments may be accepted by the Board in accordance to the rules and procedures.
- E. “Robert’s Rules of Order, Newly Revised” shall be the Parliamentary authority for all matters of procedure not specifically covered by the By Laws.

Article VII – Staff

- A. *Staff.* The board may employ necessary staff in accordance with applicable civil service law and subject to appropriations by the council. The board’s operation and procedures shall be governed by chapter 1 of article IX of the Home Rule Charter and the applicable state and municipal law.

1. The first part of the document is a letter from the author to the editor of the journal, in which the author explains the reasons for writing the paper and the importance of the research.

2. The second part of the document is the abstract, which provides a brief summary of the main findings and conclusions of the study.

Introduction

The purpose of this study is to investigate the effects of the proposed intervention on the target population. The study is designed to be a randomized controlled trial, which is the gold standard for evaluating the effectiveness of interventions.

The study is conducted in a controlled environment, and the results are expected to provide valuable insights into the effectiveness of the intervention.

The study is funded by the National Institutes of Health, and the results are expected to be published in a peer-reviewed journal.

The study is expected to be completed by the end of the year, and the results are expected to be available to the public.

The study is expected to have a significant impact on the field, and the results are expected to be used to inform policy and practice.

Methodology

The study is a randomized controlled trial, which is the gold standard for evaluating the effectiveness of interventions. The study is conducted in a controlled environment, and the results are expected to provide valuable insights into the effectiveness of the intervention.

Robert A. Cerasoli
Newly Named Inspector General for City of New Orleans

The Ethics Review Board of the City of New Orleans has selected **Robert A. Cerasoli**, the nationally recognized father of the Association of Inspectors General (AIG), as New Orleans' first Inspector General.

As New Orleans' first Inspector General, Cerasoli, 59, will be shaping the position from the ground up. His duties will include investigating fraud, waste, and corruption in city government and among those receiving money from the city, proposing ways to make the government more efficient, and educating city officials about their ethical responsibilities.

Cerasoli possesses a decade of teaching experience in ethics, auditing, oversight, financial management, and anti-corruption practices. He served as the Inspector General for the State of Massachusetts for two five-year terms, the maximum allowed by law, from 1991 to 2001. The Massachusetts Inspector General was the first statewide Inspector General position created in the U.S. and the first Inspector General position created outside of the federal system.

As one of the original founders and charter members of the AIG, Cerasoli literally wrote the book—he proposed, developed, and co-authored the Certified Inspector General concept and the creation of the *Principles and Standards for Offices of Inspectors General*, called the *Green Book*. This book was used as a basis in the creation of the Inspector General office in New Orleans.

Cerasoli, a native of Quincy, Massachusetts, received his bachelor of arts degree in government and public administration in 1969 from The American University. In 1988, Cerasoli received a master of public administration degree from Harvard University. Currently, Cerasoli

Attachment #3

teaches ethics and business ethics at Quincy College. He is a Certified Inspector General (CIG), Certified Fraud Examiner (CFE), and Certified Government Financial Manager (CGFM).

Over the last six years, Cerasoli has been engaged by the U.S. Department of State to travel to countries in the developing world to introduce and encourage the Inspector General concept as a viable method to prevent and detect fraud, waste, and abuse in government.

His interest in ethics began soon after he was elected in 1975 to the Massachusetts House of Representatives, in which he served until his election as Inspector General. As a Committee member, Cerasoli helped to rewrite and strengthen requirements for disclosure of campaign contributions and expenditures, marking the beginning of a career-long interest in promoting ethical public service. That included in 1977 co-authoring and co-sponsoring an initiative petition that led to one of the strongest statewide ethics laws enacted in the United States. This law created the first state ethics commission, financial disclosure for public officials, and a stronger conflict of interest law.

Cerasoli is the chairman of the Ethics Committee for the Association of Inspectors General and a member of the American Society of Public Administration, Association of Certified Fraud Examiners, Association of Government Accountants, the Massachusetts Gun Control Advisory Board, the Calvin Coolidge Memorial Foundation, the Latino Alumni Association of the John F. Kennedy School of Government at Harvard University, the National Council of La Raza, the Southern Poverty Law Center, and the American Philatelic Society.

His contribution to responsible ethical conduct has won him many accolades. In 1999, Cerasoli received the Professional Exemplary Practices Award from the American Society for Public Administration. This award is given to individuals and organizations making outstanding

Attachment #3

contributions to responsible ethical conduct. In June 2001, he received the Fraud Fighter of the Year Award from the Association of Certified Fraud Examiners, Greater Boston Chapter. Also in May 2000, John Jay College of Criminal Justice of the City University of New York inducted Cerasoli into Pi Alpha Alpha, the National Honor Society for Public Administration, as an honorary member.

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City of New Orleans, Louisiana

Rules for the Ethics Review Board

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45	<u>Chapter 1. Authority and Definitions</u>	

1 §101. Authority

2 The Ethics Review Board derives its rulemaking authority from Section 9-402 of
3 the Home Rule Charter and from the New Orleans Municipal Code Division 3.
4 Code of Ethics, Subdivision 1. Generally, Section 2-719 (9) Rules and
5 regulations, “The ethics review board, pursuant to section 4-107 of the Home
6 Rule Charter, shall adopt rules and regulations governing the transaction of its
7 business.”

8 §102. Definitions

9 A. “Board” means the New Orleans Ethics Review Board.

10 B. “Code” means the City Code of Ethics, Code of Ordinances City of New
11 Orleans, Part II, Article VII, Division III.

12 C. “Consent Opinion” means a written decision and order of the Board issued
13 with the agreement of the respondent in order to publicly settle any matter that
14 appears to be a violation of any law within the Board’s jurisdiction in lieu of
15 filing charges, holding a public hearing, or filing a civil action.

16 D. “Executive Director” means the employee in charge of the day to day
17 operations of the Board’s staff and business.

18 E. “Fact-Finding” means the process whereby the staff gathers information so that
19 proper disposition can be made by the Board on requests for complaints, advisory
20 opinions, media reports, oral reports, referrals, or any other source. It includes any
21 preliminary or other inquiry into jurisdiction, analysis of information, basis and
22 fact of the request, and any other consideration necessary to determine if referral
23 to investigation or other action is appropriate.

1 F. "Person Aggrieved" means any person who is the subject of a complaint or an
2 investigation or any person to whom notice of charges is issued.

3
4 **Chapter 2. Organization, Rules, Procedures, and Powers of the Board**

5 §201. Election of Officers

6 A. The Chair, Vice-Chair, Secretary, and other officers as designated by the
7 Board will be elected for a one-year term at the first meeting held following July
8 1 of each year.

9 B. In case of a vacancy in office, the Board must elect a new officer who will
10 serve until the expiration of the vacated term.

11 C. The duties of the Chair include: (1) presiding at all meetings of the Board when
12 present, (2) acting or directing the staff to act between meetings of the Board on
13 routine matters involving scheduling, docketing, appearances, continuances, and
14 postponements, (3) providing direction on behalf of the Board between meetings
15 to the Board's counsel during litigation, (4) referring matters to investigation, and
16 (5) performing all other duties pertaining to the office of Chair or as may be
17 assigned by the Board.

18 D. In the absence of the Chair, the Vice-Chair will perform all the duties of the
19 Chair.

20 E. The duties of the Secretary include preparation of minutes at Board meetings
21 and other duties as may be assigned by the Chair or Board.

22 §202. Powers of the Board

23 A. The Board is empowered to:

- 1 1. Administer and enforce any law within its jurisdiction;
- 2 2. Represent the public interest in the administration of any law within its
- 3 jurisdiction;
- 4 3. Offer and enter into consent opinions regarding violations of the
- 5 provisions of any law within its jurisdiction;
- 6 4. Refer to fact-finding complaints, advisory opinions, media reports, oral
- 7 reports, referrals, or any other source;
- 8 5. Prescribe rules of order, evidence, and procedure to govern its meetings,
- 9 hearings, and investigations;
- 10 6. Take such steps as may be necessary to maintain proper order and
- 11 decorum during the course of its hearings and other proceedings,
- 12 consistent with the resolution of matters coming before it for
- 13 consideration; and
- 14 7. Include on the agenda for Board consideration any matter that is of
- 15 interest to any Board member and that is within the Board's jurisdiction.

16 §203. Meetings

- 17 A. The Board may meet at such time and place as may be fixed by the Board.
- 18 B. Notice of each meeting must be given to all members of the Board.
- 19 C. Notice of each meeting must be given to the general public in compliance with
- 20 the requirements of the Open Meetings Law and may be posted on the website of
- 21 the Board.
- 22 D. All meetings must be open to the public except as otherwise provided by law.

23 §204. Quorum and Voting

1 A. Four members of the Board constitute a quorum for the transaction of the
2 business of the Board.

3 B. The concurrence of a majority of the members present and voting is required in
4 order to take action upon an item of business before the Board, except as
5 otherwise provided by law.

6 C. Brief absences during the consideration of an item of business will not
7 disqualify a member from voting on said item.

8 **§205. Minutes of Proceedings**

9 The minutes of the proceedings of the Board must be prepared and maintained by
10 the Secretary on behalf of and subject to the approval of the Board.

11 **§ 206. Publication**

12 The Board must publish its decisions, opinions, notices, and various other
13 communications by one or more of the following methods:

14 (A) Maintaining a copy at the Board's office as a public record,

15 (B) Delivering a copy to the New Orleans Public Library, and

16 (C) Posting the communication on the website of the Board.

17 **Chapter 3. Public Comment**

18 **§301. Purpose**

19 The purpose of this policy is to encourage public comment in a fair, consistent,
20 and informative manner at meetings of the Ethics Review Board, exclusive of formal
21 investigatory hearings. Order, decorum, and mutual respect must be maintained at all
22 times.

23 **§302. Oral Comments**

- 1 A. The Board may provide for public comment at any time that it deems
2 appropriate.
- 3 B. Public comment generally must be restricted to items covered in the agenda
4 for the meeting, except as the Board may otherwise provide.
- 5 C. A person wishing to address an item on the agenda must be present at the
6 beginning of the meeting. Exceptions may be permitted at the discretion of the
7 Chair.
- 8 D. "Comment Forms" must be provided for each public meeting. A person
9 wishing to comment must complete a "Comment Form" that indicates the
10 name, title, address of the speaker, and the organization or group represented.
11 The comment form must also include the subject of the comment and whether
12 the comment is in favor of, against, or merely informational regarding a
13 matter before the Board.
- 14 E. A maximum of three minutes per person, per agenda item may be afforded for
15 public comment. Additional time may be allocated at the discretion of the
16 Chair. If there are several speakers for a group or organization, the Chair may
17 limit the number of speakers.
- 18 F. Proponents of the proposal speak first, followed by opponents of proposals,
19 and then by informational speakers.
- 20 G. Speakers are discouraged from making repetitive comments.
- 21 H. Unruly behavior, such as booing, hissing, or harassing remarks, is strictly
22 prohibited. Offenders will be removed from the meeting.

23 §303. Written Comments

1 A. A person wishing to make written comments may submit the comments to the
2 Board.

3 B. Written comments must identify the agenda items for the meeting to which
4 they are directed.

5 C. Written comments must indicate the name, title, address of the speaker, and
6 the organization or group represented. The comment form must also include
7 the subject of the comment and whether the comment is in favor of, against, or
8 merely informational regarding a matter before the Board.

9 **Chapter 4. Advisory Opinions**

10 **§401. General Requirements**

11 A. The Board may receive and respond to requests for advisory opinions.

12 Requests for advisory opinions must be in writing, state the name and address of
13 the person requesting the advisory opinion, disclose the requestor's interest in the
14 question presented, identify the governmental agency and any individuals
15 involved or affected, specifically describe the transaction involved, be signed by
16 the person making the request, and state sufficient facts to enable the Board to
17 respond. The Board may decline to render an advisory opinion.

18 B. The Board may, on its own motion, render an advisory opinion regarding any
19 law within its jurisdiction.

20 C. The Board must send notice and a copy of the advisory opinion to the person
21 making the request, the governmental agency involved, if any, and any other
22 affected parties.

23 **§402. Dating and Docketing**

1 The Executive Director must maintain a docket of advisory opinion requests,
2 noting the date of receipt of each request and assigning to each request an
3 appropriate caption and number.

4 §403. Placement on Agenda

5 All requests for advisory opinions must be placed for consideration on the general
6 or consent agenda as soon as practicable.

7 §404. Consent Agenda

8 A. The staff may prepare a consent agenda consisting only of those advisory
9 opinions that are based on and consistent with prior opinions and decisions of the
10 Board or its predecessors.

11 B. If a member of the Board objects to considering a proposed advisory opinion
12 on the consent agenda, the item may not be considered on the consent agenda but
13 must be placed on the general agenda.

14 §405. Emergency Opinions

15 If the Executive Director determines that an emergency exists and that an
16 advisory opinion must be rendered prior to the next regularly scheduled meeting
17 of the Board, the Executive Director may, after consulting with the Chair of the
18 Board and legal counsel, issue a written advisory opinion, which must be
19 distributed promptly thereafter to all members of the Board. An emergency
20 opinion thus issued by the Executive Director may be relied upon until the Board
21 adopts a contrary or qualifying opinion. The emergency opinion must be placed
22 on the general agenda at the next meeting of the Board, and the Board may
23 confirm, modify, or reject the opinion.

1 §406. Presentation of Requests

2 A request for an advisory opinion must be presented to the Board by the staff.

3 Following the presentation, the Board may decline the request, defer action
4 thereon pending further fact-finding, declare its opinion, or take the request under
5 its advisement.

6 §407. Withdrawal

7 The Board may allow a request for an advisory opinion to be withdrawn if the
8 person who submitted the request provides written reasons for withdrawal that the
9 Board deems sufficient.

10 §408. Notification

11 The staff of the Board must mail the advisory opinion to the person who requested
12 the advisory opinion and all affected parties, including the governmental agency
13 involved, if any, within 10 days after issuing the opinion.

14 §409. Reconsideration

15 A person may file a request for reconsideration of an advisory opinion rendered
16 by the Board within 20 days from the date of mailing of the advisory opinion.

17 **Chapter 5. Complaints**

18 §501. Who May File a Complaint.

19 Any person may file a complaint concerning violations of this article with the
20 Board.

21 §502. Dating and Docketing

1 The staff must note on each complaint the date of its receipt and must maintain a
2 docket upon which each complaint must be given an appropriate caption and
3 number.

4 §503. General Requirements

5 The Board or Chair may receive sworn and non-sworn complaints but may
6 dismiss non-sworn complaints without further consideration.

7 §504. Sworn Complaints

8 A. A sworn complaint may be based upon firsthand knowledge, on other
9 evidence, or on information and belief. It must be signed and its veracity sworn.

10 B. Upon consideration of a sworn complaint, the Board may close the file, refer
11 the complaint to investigation, or take such other action as it deems appropriate.

12 C. If the Board decides that a sworn complaint does not present a potential
13 violation of any law within its jurisdiction or of any regulations or orders issued
14 by the Board, the Board may vote not to initiate an investigation. It must notify
15 the complainant that the Board declined to initiate an investigation and may then
16 close the file.

17 §505. Consideration of Information Concerning Possible Violations

18 The Board may consider any matter that it has reason to believe may be a
19 violation of any law within its jurisdiction, including but not limited to, a notice or
20 report sent to the Board by the Inspector General. The Board may close the file,
21 refer the matter to investigation, or take such other action as it deems appropriate.

22 §506. Fact-finding

1 Upon majority vote of the member of the Ethics Review Board, the Executive
2 Director may refer media reports or oral reports to fact-finding. At the conclusion
3 of fact finding the Executive Director may take such action deemed necessary
4 including, but not limited to, closing the file, referring the matter to investigation,
5 or taking such other action deemed appropriate.

6 §507. Withdrawal

7 A. If a complainant wishes to withdraw the complaint prior to the Board's
8 commencement of its investigation, withdrawal may be allowed, but the Board
9 may, by majority vote of its members present and voting, determine the issues to
10 be of such importance as to warrant ordering the investigation in its own right and
11 in the interest of the public welfare.

12 B. The Executive Director must notify the complainant and subject of the
13 complaint, by mail, of the Board's decision with respect to the complainant's
14 request for withdrawal within 10 days after the vote occurs.

15 §508. Complaints; Action by the Board

16 The Board must consider any sworn complaint concerning a violation of any law
17 within its jurisdiction or of any regulations or orders issued by the Board. The
18 complaint may be based on firsthand knowledge or on information and belief.

19 Upon consideration of a complaint, the Board may close the file, refer the
20 complaint to investigation, or take such other action as it deems appropriate.

21 §509. Notification

1 A. The Board must send notice and a copy of a complaint, by certified mail, to the
2 subject of the complaint and complainant within 10 days after the Board refers the
3 matter to investigation.

4 B. The Board must send, by certified mail, a copy of the vote and explanation of
5 the matter to the subject of a complaint or other matter within ten days after the
6 vote occurs.

7
8 **Chapter 6. Investigations**

9 §601. Board Investigation

10 A. The Board may investigate any matter by gathering evidence it deems
11 appropriate, including questioning the subject of the complaint and the
12 complainant while conducting an investigation. All investigations must
13 remain confidential unless the Board decides that charges should be filed.

14 B. The Chair or Executive Director may refer any matter within the jurisdiction
15 of the Board to preliminary investigation by the Office of Inspector General.

16 C. The Chair or Executive Director must afford the person who is the subject of
17 the investigation 30 days from notification within which to respond.

18 §602. Investigation of Complaints

19 A. The Board must investigate any sworn complaint it receives.

20 B. The Board may investigate non-sworn complaints, notices or reports from the
21 Inspector General, and any other matter within its jurisdiction.

22 §603. Post-Investigation Procedures

1 When an investigation is completed and the report reviewed by the Board, the
2 Board must decide whether (1) further investigation is necessary, (2) charges
3 should be filed and the case noticed for public hearing, (3) a consent opinion
4 should be offered, or (4) the file should be closed in order to serve the public
5 interest or because no violation occurred.

6 **Chapter 7. Consent Opinions**

7 §701. General

8 The Board may offer a consent opinion to a person alleged to have violated any
9 law within its jurisdiction.

10 §702. Procedures

11 If the Board decides to offer a consent opinion, the Chair may direct the staff to
12 prepare a draft that will be sent to the subject of the allegation for acceptance,
13 modification, or rejection. If the subject of the allegation accepts the terms of the
14 proposed consent opinion, then the opinion will be placed on the Board's agenda
15 for review. The Board may reject a proposed consent opinion and take further
16 appropriate action. If accepted by the Board, the opinion will be published. If the
17 subject of the allegation refuses the terms of the proposed consent opinion, then
18 the item must be placed upon the Board's agenda for further action.

19 **Chapter 8. Hearings**

20 §801. Private Hearings

21 The procedures governing a private hearing will be, to the extent practicable,
22 identical to public hearing procedures, except that a private hearing is closed to
23 the public.

1 §802. Initiating Public Hearings

2 A. A public hearing is initiated by order of the Board through the issuance of
3 charges.

4 B. The Board must fix the time and place of the public hearings.

5 C. The charges must contain:

6 1. The name of the person charged;

7 2. The date of the meeting at which the Board voted to file charges;

8 3. The allegations that will be explored at the public hearing and the
9 pertinent provisions of law alleged to have been violated;

10 4. The name of the trial attorney, if designated; and

11 5. The date, time, and location, if fixed, of the public hearing, or if not

12 fixed, a commitment that the Board will, in supplemental correspondence, inform
13 the person charged of the date, time, and location of the public hearing at least 30
14 days prior to the public hearing.

15 §803. Notice of Public Hearings

16 The Board must post notice of public hearings in compliance with the
17 requirements of the Open Meetings Law and on the Board's website.

18 §804. Continuance of Public Hearings

19 A. A matter fixed for public hearing and not reached or resolved may be
20 continued to another date by the Board.

21 B. The Board or the Chair may grant, with respect to any one or more respondents
22 involved, a continuance of any public hearing; in the Board's discretion, the

1 public hearing may proceed as to those respondents to whom no continuance was
2 granted.

3 C. With the Board's approval, a hearing may be continued by consent of all
4 interested parties.

5 §805. Procedure in Hearings

6 A. Except in the case of private hearings, all hearings conducted under the
7 provisions of this Chapter must be open to the public.

8 B. Respondents and witnesses are subject to cross-examination. Each member of
9 the Board may also examine and cross-examine any witnesses.

10 C. The Board may require that the respondent and trial attorney stipulate to all
11 undisputed facts.

12 D. When a pending matter involves substantially the same question of law or fact
13 as presented in a prior public hearing, the Board may admit as evidence any part
14 of the record of such previous public hearing as the Board or Chair deems
15 relevant. However, in the application of this Rule, neither the respondent nor the
16 trial attorney may be deprived of the right to cross-examine any adverse witness.

17 E. The Board may invite any member of the Louisiana State Bar Association to
18 present oral or written argument on any question of law. An oral argument may be
19 presented at a hearing when all parties have had the opportunity to be present or
20 represented. A written argument must be served on all parties or their counsel.

21 §806. Evidence

22 A. The Chair has power to rule on procedural and evidentiary matters, unless the
23 Board approves a motion to overrule the decision of the Chair.

1 B. The Board may limit corroborative evidence.

2 C. When a ruling is made excluding evidence, counsel may dictate into the record
3 as a proffer the facts to be proven if the excluded evidence had been admitted, and
4 that proffer will be made available to be considered in the event of appellate
5 review.

6 D. The charges may be revised to conform to the evidence admitted, even if this
7 revision goes beyond the scope of the original complaint.

8 E. The Board must give effect to the rules of privilege recognized by law.

9 F. All evidence of which the Board desires to avail itself, including records and
10 documents in the possession of the Board, must be offered and made a part of the
11 record. Documentary evidence may be received in the form of copies or excerpts
12 or by incorporation by reference. In case of incorporation by reference, the
13 materials so incorporated must be available for examination by the parties before
14 being received in evidence.

15 G. The Board may take notice of judicially cognizable facts, federal census data,
16 and such other matters as may be deemed appropriate.

17 H. The Board may take notice of the provisions of any law within its jurisdiction
18 without the necessity of an offer in evidence.

19 §807. Subpoena of Witnesses and Production of Evidence

20 A. The Board has the power to order the appearance of witnesses and to compel
21 the production of evidence pertinent to the issues involved in any public hearing.

22 B. A respondent may apply for a subpoena to require that a witness appear at a
23 public hearing. The application must be received in writing, at least 10 days

1 before the date fixed for the hearing, and must give the name and physical address
2 of the witness to whom the subpoena is directed.

3 C. In lieu of the issuance and service of formal subpoenas to public employees,
4 the Board may request any public entity or official to order any designated
5 employee under its supervision to attend and testify at any public hearing.

6 D. A respondent desiring the production of evidence at a public hearing must
7 apply for an appropriate order. The application must be received in writing, at
8 least 10 days before the date fixed for the hearing. The application must describe
9 the evidence to be produced in sufficient detail for identification, must give the
10 full name and physical address of the person required to make such production,
11 and must include certification by the respondent or counsel regarding the
12 materiality of production to the issues.

13 E. A subpoena duces tecum must be returnable at the public hearing or at such
14 earlier date, time, and place as specified therein.

15 F. Authenticated copies of books, papers, photographs, or other items in the
16 custody of any agency of the state, or any subdivision thereof, that have been
17 subpoenaed may be admitted in evidence with the same effect as the originals, but
18 if original books, papers, photographs, or other items are subpoenaed, they must
19 be produced and made available for inspection, even though authenticated copies
20 may be subsequently introduced.

21 G. The Board or its Chair may issue an appropriate order at any time recalling any
22 subpoena, subpoena duces tecum, or request issued under the provisions of this
23 rule. The respondent may likewise obtain an order from the Board recalling any

1 subpoena, subpoena duces tecum, or request issued or caused to be issued by the
2 respondent.

3 §808. Sequestration of Witnesses

4 The Board may order that the witnesses in any hearing be sequestered on its own
5 motion or if requested by a respondent or the trial attorney. This rule does not
6 preclude a respondent from hearing the testimony of any other witnesses. If so
7 ordered, all witnesses must be administered an oath and admonished not to
8 discuss their testimony until the conclusion of the proceeding, except with
9 counsel.

10 §809. Summary Disposition of Charges

11 A. At any time after the Board has filed a charge, a respondent may file a written
12 request for summary disposition with the Board on any of the following grounds:

- 13 1. The Board lacks jurisdiction of the subject matter, or of the respondent;
- 14 2. The charges have not been initiated in the manner prescribed by the
15 Rules;
- 16 3. The charges, if true, would not constitute an ethics violation under local
17 or state law.
- 18 4. The time in which to commence action as provided by any law within
19 the Board's jurisdiction has passed; or
- 20 5. The affidavits and other documents filed in connection with the charges
21 show that there is no genuine issue of material fact and that the respondent
22 is entitled to summary dismissal as a matter of law.

1 B. A request for summary disposition may be supported by sworn affidavits and
2 must be accompanied by written argument or brief. The Board may require that
3 copies of the motion and affidavits be furnished to the trial attorney and any other
4 respondents, and may invite opposing motions and affidavits within a specified
5 time.

6 C. When a request for summary disposition has been filed with the Board in any
7 proceeding, the trial attorney for the Board may submit oral or written argument
8 or brief in connection therewith and must provide the respondent or respondent's
9 attorney with a copy thereof.

10 D. If the Board denies the request for summary disposition or refers it to the
11 merits, it may reconsider the summary disposition at any time.

12 E. The Board may summarily dispose of charges on any of the grounds listed
13 above at any time.

14 F. The Board must send to the respondent, by certified mail, a copy of the
15 decision within ten days after making the decision.

16 §810. Consolidation of Public Hearings

17 When public hearings of two or more respondents involve similar or related
18 circumstances, the Board may order a joint hearing of all respondents or may
19 order separate hearings for specified respondents, subject to objection by
20 respondent.

21 §811. Transcripts of Public Hearings

1 The proceedings of all public hearings must be recorded, but will be transcribed
2 only upon order of the Board or upon request made by a respondent therein,
3 accompanied by proffer of such cost as may be determined by the Board.

4 §812. Witness Fees in Public Hearings

5 A. The Board may order that a subpoenaed witness is entitled to receive the same
6 mileage and fees as are allowed witnesses in civil cases by local courts.

7 B. If a witness is subpoenaed by a respondent, the Board may order the witness
8 fees and mileage to be paid by respondent.

9 C. The Board may, before issuing a subpoena, require the party requesting the
10 subpoena to deposit with the Board a sum sufficient to cover the mileage costs
11 and witness fees pending a final determination of costs by the Board.

12 §813. Costs of Public Hearings

13 The Board may order the costs of any public hearing, or any portion of such costs,
14 including the costs of recording and transcribing testimony, to be paid by the
15 respondent depending on the outcome of the hearing, cooperation of the
16 respondent in the process, the severity and duration of the violation, and any other
17 matters determined necessary by the Board.

18 §814. Board Action Following Public Hearings

19 A. Following the close of a public hearing, the Board may either render its
20 decision or take the matter under advisement. The decision may be made orally by
21 dictating findings of fact and conclusions of law into the record or may be made
22 by written opinion. If the matter is taken under advisement, the Board has 90 days
23 to render a decision.

1 B. Except as otherwise specifically ordered by the Board, the decision of the
2 Board is final upon the date the decision is rendered.

3 C. The Executive Director must send, by certified mail, notice of the Board's
4 decision to the person charged and to the complainant within 10 days after the
5 Board's decision.

6 §815. Rehearings

7 A. A person aggrieved may apply in writing to the Board for a rehearing within
8 20 days from the date of mailing the Board's decision. The grounds for an
9 application for a rehearing are that:

10 1. The decision or order is clearly contrary to the law and the evidence;

11 2. The party has discovered, since the hearing, evidence important to the

12 issues which could not have been, with due diligence, obtained before or

13 during the hearing;

14 3. There is a showing that issues not previously considered ought to be

15 examined in order to properly dispose of the matter; or

16 4. There is other good ground for further consideration of issues and the

17 evidence in the public interest.

18 B. The application of an aggrieved party for a rehearing must set forth the
19 grounds that justify such action and must be accompanied by a written brief or
20 argument in support thereof.

21 C. If the Board grants a rehearing, the Board must announce a time and place for
22 the rehearing. The rehearing must be confined to those grounds upon which the
23 rehearing was ordered.

1 **Chapter 9. Pre-hearing Procedures**

2 §901. Discovery

3 A. Any person who is to be the subject of a public hearing is entitled to the
4 following, upon written request to the Board at least 15 days prior to the date of
5 the scheduled hearing:

6 1. A certified copy of the transcript of the private hearing, if there was a
7 private hearing;

8 2. The name and address of each individual that the staff intends to call at
9 the proposed hearing, together with any written statements obtained by the
10 staff from such persons; and

11 3. A copy of each physical document that the Board's staff intends to
12 introduce before the Board at the proposed hearing.

13 B. The trial attorney and a respondent may obtain discovery regarding a matter
14 that is not privileged and that is relevant to the pending public hearing. It is not
15 ground for objection that the information sought will be inadmissible at the
16 hearing if the information sought appears reasonably calculated to lead to the
17 discovery of admissible evidence.

18 C. The trial attorney or a respondent may take depositions on oral examination
19 pursuant to the provisions of applicable Code of Civil Procedure Articles of those
20 persons whose names and addresses have been furnished to the respondent. The
21 taking of these depositions must not unreasonably impede the scheduled hearing.
22 The depositions may be admissible in the public hearing, if ordered by the Board.

1 D. The trial attorney and any respondent may serve upon each other written
2 interrogatories, pursuant to the provisions of applicable Code of Civil Procedure
3 articles, to be answered by the party served within 15 days of receipt.

4 §902. Motions and Exceptions

5 A. Motions and exceptions may be made before, during, or after a public hearing.

6 All motions and exceptions must be filed at least five days prior to the day when
7 the motion or exception is sought to be heard, except for good cause as
8 determined by the Board.

9 B. Motions and exceptions made before or after the public hearing must be in
10 writing and accompanied by a memorandum that sets forth a concise statement of
11 the grounds upon which the relief sought is based and the Board's legal authority
12 for granting the requested relief.

13 C. Motions and exceptions made during the course of the public hearing may be
14 made orally since they become part of the transcript of the proceedings.

15 §903. Pre-hearing Notices

16 A. By order of the Board and not less than 10 days prior to a public hearing, the
17 trial attorney and any respondent must mutually exchange pre-hearing notices that
18 set forth:

19 1. A brief but comprehensive statement of the party's contentions,
20 including a list of the legal authorities to be relied upon at the hearing in
21 support of the party's legal position.

22 2. A detailed itemization of all pertinent facts established by stipulations
23 and admissions.

- 1 3. A detailed itemization of the contested issues of fact.
- 2 4. A detailed itemization of the contested issues of law.
- 3 5. A list and brief description of all exhibits to be offered in evidence by a
- 4 party, identified by the exhibit number to be used at the hearing and
- 5 accompanied by the following:

- 6 (a) Stipulations as to the exhibit's authenticity or admissibility,
- 7 noted on the exhibit list;

- 8 (b) Copies of all documents to be offered in evidence, attached to
- 9 the notice.

- 10 6. A list of witnesses a party may call and a short statement as to the
- 11 nature of their testimony.

- 12 7. A statement as to any other matter not included in any of the previous
- 13 headings which may be relevant to a prompt and expeditious disposition
- 14 of the case.

15 B. Exhibits to be used for impeachment or rebuttal need not be included on the

16 list. No witnesses other than the witnesses listed may be called to testify, except

17 for good cause or for impeachment and rebuttal witnesses.

18 §904. Pre-hearing Conference

19 A. The Board may require the holding of a pre-hearing conference. All parties to

20 the hearing must appear at the specified time and place to consider:

- 21 1. Simplification of issues;
- 22 2. Possibility of stipulations, admissions of fact, or introduction of
- 23 documents;

1 3. Limitations on witnesses; and

2 4. Such other matters as may be pertinent.

3 B. If a pre-hearing conference is held, the Board may issue an order setting forth
4 the actions that took place at the conference. This order controls the subsequent
5 course of the proceedings unless modified by further order for good cause and is
6 binding on all parties whether or not they were present at the conference.

7 **Chapter 10. Penalties**

8 §1001. Penalties for Violations; Criteria

9 A. After a public hearing and upon finding a violation of any law within its
10 jurisdiction, the Board may impose penalties or other sanctions consistent with the
11 provisions of any law within its jurisdiction and consistent with New Orleans City
12 ordinance Part II, Article VII, Division III, Sections 2-716 (Civil Penalties) and 2-
13 717 (Criminal Penalties).

14 B. In determining the amount of the penalty or the type of sanction to impose, the
15 Board may consider:

- 16 1. The nature, circumstances, extent, and gravity of the violation;
- 17 2. The degree of culpability of the person charged;
- 18 3. The person's history of previous offenses;
- 19 4. The existence of prior notice that the described conduct was prohibited;
- 20 5. The person's ability to pay;
- 21 6. The financial or other loss to the governmental entity;
- 22 7. The damage suffered by the governmental entity; and
- 23 8. Any other matters that justice requires.

1 C. Upon finding a violation of the Code or any other law within its jurisdiction,
2 the Board has 60 days in which to determine the proper penalty or sanction to
3 impose for such a violation.

4 D. The Board must notify the respondent, by mail, of the Board's decision with
5 respect to the assessment of penalties or other sanctions within 10 days of the
6 Board's final decision.

7 **Chapter 11. Records and Reports**

8 §1101. Custodian

9 The Executive Director is the custodian of all records, reports, and files of the
10 Board, including electronic reports and files.

11 §1102. Copies

12 A. The public may request and obtain copies of any public documents or reports
13 filed with the Board. The fees for such copies may be determined by the Board.

14 B. Copying fees that exceed \$50.00 must be paid by check or money order.

15 §1103. Records and Reports; Accepting and Filing

16 A record or report submitted pursuant to this Chapter is considered accepted and
17 filed upon receipt by the staff or upon acknowledgment of receipt by the Board's
18 electronic filing system, unless the record or report is not in compliance with the
19 requirements established by this Chapter or by law. The name of a person
20 submitting records and reports that are accepted and filed must be listed on the
21 Board's agenda. The records and reports that are not in compliance with the
22 requirements established by this Chapter or by law must be placed upon the
23 Board's agenda for further action by the Board.

1 **Chapter 12. Electronic Records**

2 §1201. General

3 The Board recognizes the importance of immediate public access to publicly
4 disclosed information.

5 §1202. Methods of Filing

6 The Board may allow reports to be electronically filed via the Board website or
7 electronic mail.

8 §1203. Time of Filing

9 A record electronically filed is deemed timely if received electronically by
10 midnight at the end of the day on the filing deadline. The time of the Board's
11 system is controlling in the event of a dispute as to the time of receipt.

12 §1204. Refusal of Electronic Reports

13 The staff of the Board may refuse to accept for filing an electronic report that
14 contains a computer virus that could compromise the computer system of the
15 Board. The filer must be promptly notified of the refusal so that an alternative
16 method of delivery may be attempted.

17 **Chapter 13. Miscellaneous**

18 §1301. Relations with Inspector General

19 The Board and Inspector General will work in cooperation to enforce the City
20 Code of Ethics and promote public faith in government ethics.

21 §1302. Annual Report

22 The Board must prepare and submit an annual report to the City Council and
23 Mayor detailing the activities of the commission during the prior year. The format

1 for the report must be designed to maximize public and private understanding of
2 the commission's operations. The report may recommend changes to the text or
3 administration of this Chapter. Additionally, the annual report must be posted on
4 the website of the Board, and a copy must be sent to the Inspector General.

5 §1303. Review of Board Rules

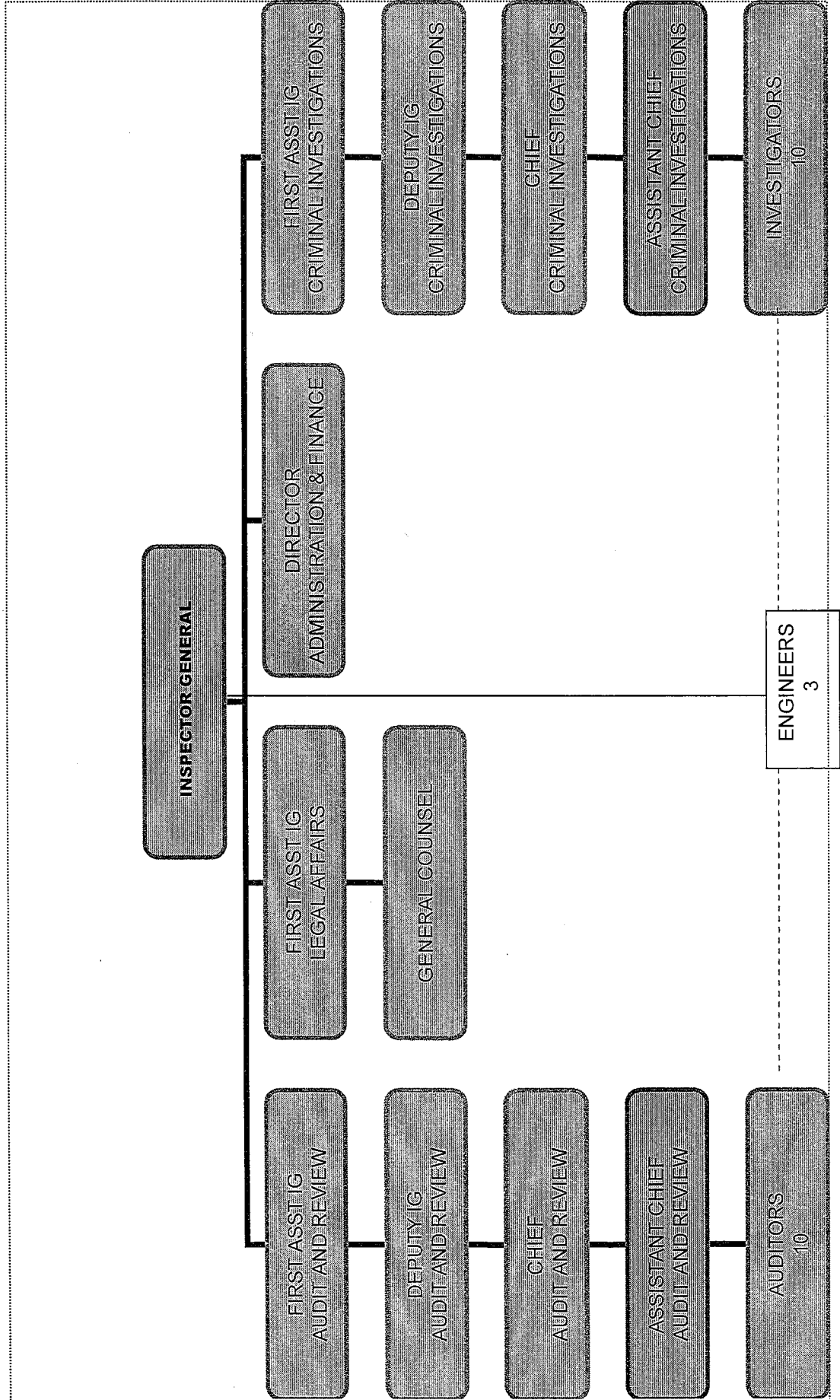
6 The Board will periodically, no less than every five years, review substantive
7 provisions of the Code, the enforcement of the Code, and the Board's rules,
8 regulations, and administrative procedures to determine whether they promote
9 integrity, public confidence, and participation in city government and whether
10 they set forth clear and enforceable, common-sense standards of conduct. After at
11 least one public hearing, the Board may recommend legislative amendments to
12 the Code or any other provision of law necessary to enhance the ethical conduct
13 of public affairs.

14 §1304. Method of Amendment

15 These rules may be amended by a majority vote of the members of the Board at
16 any regular or special meeting of the Board for which proper notice has been
17 given under the Open Meetings Act, provided that each member has received a
18 copy of the proposed rule change at least 72 hours before the meeting. In the
19 event of an emergency, the Board may amend its rules by a two-thirds vote of
20 members present and voting, but such change must be ratified at the next regular
21 or special meeting of the Board in accordance with procedures as stated in the
22 preceding sentence.

Inspector General Office Structure

9/24/07



Office of the Inspector General Staff Bios

Francis Marvin Doyal, CPA, CIG, CFE



Francis Marvin Doyal has twice retired from public service, but has answered the request from Inspector General Robert A. Cerasoli to come out of retirement again to help organize and establish the New Orleans Office of Inspector General as the First Assistant Inspector General for Audit and Review.

“When Bob and I began to talk about his selection as the Inspector General for New Orleans, I offered to assist in any way I could,” Doyal recalls. “I was thinking about consulting and advising, not coming to New Orleans to take a full time position. Bob thought otherwise and we all know how convincing Bob can be. He finally talked me into accepting the challenge and using my experience to do what I can to help New Orleans with its recovery and toward its potential.”

Doyal is a Certified Public Accountant (CPA), a Certified Inspector General (CIG), and a Certified Fraud Examiner (CFE), and serves on the Board of Directors of the Association of Inspectors General.

Doyal has a distinguished record of public service. He served with the United States General Accounting Office (GAO) from 1964 until 1991. While with the GAO, he served in Dallas, New Orleans, the Republic of Panama, and in Washington, D.C. At various times he was detailed to work directly for members of the U. S. House of Representatives and the United States Senate. At the time of his retirement from GAO, he was an Assistant Director of the GAO’s Office of Special Investigation.

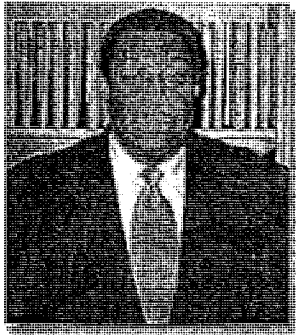
In 1991 he was selected as the first Inspector General for the Florida Lottery, a \$2 billion sales operation. There he established, staffed, and managed the Office of Inspector General and was responsible for internal audit, internal investigation, and compliance with law and regulation. He assisted in drafting the Florida statute that created the statewide Offices of Inspectors General in all of the agencies in Florida. This statute was modeled after the organization he created at the Florida Lottery. Today, there are no less than 85 Offices of Inspectors General in the Florida government. This system is recognized nationally as a model.

In 1999, Governor Lawton Chiles selected Doyal to serve as the Chief Inspector General for Florida. In that capacity he coordinated the work of the Offices of Inspector General in the sixteen agencies under the direct control of the Governor. He also advised the Governor on issues related to audit, investigations, and compliance.

Attachment 6

After leaving state government, Doyal began his own CPA firm which specialized in forensic accounting and performed work for attorneys and other CPA firms in need of specialized skills. Following one such assignment, the organization responsible for managing the \$100 billion + Florida Retirement Systems' investments employed Doyal to establish and manage a compliance office. This included testing and evaluating financial information provided by prospective vendors, investors and investment managers.

Leonard C. Odom, Assistant Inspector General for Investigations



Leonard C. Odom, assistant inspector general of Washington, D.C.'s office of the inspector general, will join the New Orleans IG office on March 30 as first assistant inspector general of criminal investigations.

"My vision is to assist the City of New Orleans to obtain the maximum usage of its resources in providing for the needs of citizens," said Odom. "I expect to do this by reducing fraud, waste, abuse and mismanagement through the usage of criminal investigations, administrative investigations, management alerts and the generation of a deterrent effect."

"The challenge is to enhance accountability and integrity in city operations through vigorous enforcement of criminal laws and personnel regulations," Odom continued. "Such enforcement will serve notice to all that the City of New Orleans will not tolerate substandard performance or criminal behavior. Such enforcement will serve to deter unacceptable practices and create an environment where all employees will feel free to report suspicions of wrongdoing to the Office of The Inspector General."

Odom joined the District of Columbia, Office of the Inspector General in January 2005 and currently serves as Assistant Inspector General for Investigations. Odom's responsibilities include providing leadership and direction for a professional staff of criminal investigators who investigate allegations of fraud, waste, abuse, and mismanagement involving District government.

Odom has over thirty years of experience in management, income tax investigations, internal affairs investigations, knowledge of financial, performance and compliance audits, fraud investigations, political corruption investigations, contractor fraud investigations, internal safety and security, ethics programs, and general investigations. Odom has served as Inspector General for the Chicago Housing Authority (CHA); Regional Inspector General of Investigations for the US Department of Treasury;

Attachment 6

and Assistant Chief, Internal Revenue Service (IRS), Criminal Investigations Division, in Cincinnati, Ohio.

Odom is an elected member of the Board of Directors of the Association of Inspectors General (AIG) and is completing his second term as third vice president of the AIG. He is chair of the AIG Professional Certification Board and director of the AIG Certification Institutes. Mr. Odom oversees the Association's Peer Review Committee and is a member of the Professional Standards Committee. He holds a Bachelor of Arts degree in Criminal Justice from LaSalle University and an Associate degree in accounting from Excelsior College. He is a Certified Inspector General and a Certified Fraud Examiner. Mr. Odom is a Vietnam veteran whose commendations include the Air Medal for meritorious duty while engaged in aerial combat.

Office of Inspector General
City of New Orleans and
Orleans Parish

**Annual Report
Fiscal Year 2007**

ROBERT A. CERASOLI
INSPECTOR GENERAL

Omnibus ad quos praesentes literae pervenerint, salutem.

September 5, 2007

Robert A. Cerasoli begins employment as the first Inspector General of the City of New Orleans and Orleans Parish. On June 12, 2007 he was unanimously appointed on a 7-0 vote by the Ethics Review Board. The Inspector General is appointed for a term of four years, which term shall begin when the Inspector General begins employment with the City.

This brief report covers the period of the creation of the Office of Inspector General between September 5, 2007 and December 31, 2007.

Inspector General Cerasoli created a nineteen page budget proposal with detailed job descriptions and an organization chart for the establishment of the Ethics Review Board (ERB) and the Office of Inspector General (OIG) (Appendix A). This budget was presented to the City Council budget committee within the proper deadlines. The budget proposal requested \$300,000.00 for the ERB and \$2,930,718.00 for the OIG. On December 1, 2007 upon the adoption of the City budget the ERB was granted a \$300,000.00 appropriation and the OIG was granted a \$3,130,000.00 appropriation. The budget included \$2,797,000.00 in personnel services or salary for the OIG and \$633,000.00 in operating expenses. Operating expenses equals \$300,000.00 for the ERB and \$333,000.00 for the OIG. All salaries will be paid out of the OIG budget. There is no salary account for the ERB. (Appendix B).

Inspector General Cerasoli rewrote the initial ordinance establishing the OIG with City Councilors James Carter and Shelley Midura. This new ordinance was refined to make the OIG more effective and accountable to the citizens of New Orleans. It also strengthened the powers of the OIG. On November 1, 2007 the initial ordinance was repealed and the new ordinance was adopted. The new ordinance was approved by the Mayor on November 8, 2007 (Appendix C).

After the election of a new Governor of the State of Louisiana, Inspector General Cerasoli sought out the Ethics Transition Team of Governor-Elect Bobby Jindal. The Governor-Elect had made ethics in government an integral plank in his campaign platform. The Inspector General appealed to the transition team to support a legislative proposal strengthening the powers of the OIG in New Orleans. After four visits to the State Capitol, the efforts were proven successful. The Governor included this subject matter within the call of the 1st 2008 Extraordinary Session of the 2008 Louisiana Legislature.

Inspector General Cerasoli co-authored a legislative proposal with Professor David Marcello of Tulane University Law School that would further strengthen the powers of the OIG. This proposal was supported by a resolution of the New Orleans City Council and the Governor. The legislation was championed in the state legislature by Representative J. P. Morrell, and sponsored by J. P. Morrell and Representatives Neil Abramson, Damon Baldone, Walt Leger, Nicholas Lorusso, Karen Carter Peterson and Senator Steve Scalise. The legislation was saved with an essential amendment in the Senate by Senator Julie Quinn and strongly supported by Senator A.G. Crowe. This work resulted in the creation of a new state law in the form of Act No. 18 of the First Extraordinary Session, 2008 (Appendix D).

On December 20, 2007 the City Council adopted an ordinance that created the positions of First Assistant Inspector General for Audit and Review and First Assistant Inspector General for Criminal Investigations (Appendix E). After the adoption of the budget, Inspector General Cerasoli worked with the Director of Civil Service and the Civil Service Commission to expedite the creation of positions for the OIG. This required the Inspector General to write at least 118 pages of minimum job qualifications and specifications in the month of December 2007. These positions were subsequently approved by a unanimous vote of the Civil Service Commission and the City Council after testimony of the Inspector General at separate hearings before each of these bodies. During this period the Inspector General was able to work on recruiting his two First Assistants who would be hired in 2008 (Appendix F).

The Inspector General worked with the City Department of Property Management to secure a lease for office space for the OIG. Many requirements had to be met in order to secure a valid lease. The ordinance prohibits the OIG from having office space in City Hall. The office must also be in a building that was not evacuated during Katrina in a location that was not affected by water. The building must also have 24/7 security personnel that have passed Federal background checks. The building must also have a secure evidence room. Inspector General Cerasoli was able to identify such a building with the 10,073 square feet needed to house a staff of over 30 employees. A four year lease was signed by the Mayor to be effective on December 31, 2007. The cost of the lease includes a central downtown location within five blocks of city hall, employee parking, heating, air conditioning, cleaning services, furniture, cubicles, offices, carpeting, security cameras, security guards, and 24 hour access.

In the year 2007 the ERB carried out a nationwide search to appoint the first ever Inspector General of New Orleans. The ERB spent a grand total of \$8,645.11 to carry out this search. Many expenses were donated to the City by Loyola University of New Orleans. Inspector General Cerasoli spent the first

four months of his tenure in a donated cubicle in the Monroe Library at Loyola University. The University also was generous enough to allow the Inspector General to use a computer and desk in the Library. The Inspector General used his own cell phone during this whole period and paid for all of

his own travel out of pocket and did not seek any reimbursement. His earnings during the fiscal year 2007 amounted to \$42,317.37. (Appendix G). The fringe benefit costs on salary are based on a number of rates. These figures are based on four months of work.

9.00% for retirement	\$3,808.51
6.20% for FICA	\$2,623.67
1.45% for Medi-Care	\$ 613.60
\$250.00 per year for Workman's Compensation	\$ 62.50
\$46.00 per year for Life Insurance	\$ 11.50
\$90.00 per year for Unemployment Insurance	\$ 22.50
Based on these rates the Inspector General should have	
cost the city	\$7,142.28

It appears that the total budget spent in 2007 amounts to \$58,104.76 out of a total of \$250,000 appropriated for the office. The rest of this money should have reverted back into the General Fund of the City. Please note the following caveat. Until the OIG gains sole control over its finances these numbers must be listed as approximations.

Appendix A

PROGRAM NARRATIVE

DEPARTMENT: Ethics Review Board

PROGRAM: Operating Budget for Fiscal Year 2008

List each organization in this program, in order of importance:

Org Code: Org Name: Ethics Review Board for the City of N.O.

RESOURCES:	2007		2008	
	Amount	Positions	Amount	Positions
Gen. Fund	0	0	\$300,000.00	2
Non-G.F.	_____	_____	_____	_____
Total				

WHAT IS THE PURPOSE OF THIS PROGRAM?

Pursuant to Section 9-402 of the Home Rule Charter, the Ethics Review Board establishes recommendations for the code of ethics, issues advisory opinions, promulgates rules regarding the interpretation and enforcement of the city's code of ethics, refers cases for investigation on referral or complaint, retains counsel, and imposes fines.

The ERB will work in conjunction with the Office of the Inspector General for the City of New Orleans.

HOW DOES THIS PROGRAM ASSIST THE DEPARTMENT IN THE ACCOMPLISHMENT OF THE DEPARTMENT'S MISSION?

The Ethics Review Board will draft and propose to the City Council for adoption, at some future date, ethical rules governing the conduct of City employees, elected officials, contractors and other persons who are recipients of public funds, who are engaged in the performance of a governmental function, or who are in a position to influence the conduct of City employees or officials. This will begin work to make New Orleans government operate on the highest possible ethical basis.

HOW IS THIS PROGRAM'S PERFORMANCE MEASURED?

The Ethics Review Board will work issue an annual report on its work each year.

If the proposed budget adds positions, or increases Other Expenses, describe the improvements in the operation and effectiveness of the program that will result from these additions:

This budget proposal is for original start up costs for the Ethics Review Board. It has no physical office and seven volunteer members who all have full time employment in the private sector. This proposal suggests that the Ethics Review Board be physically housed in the same office space allocated to the Office of Inspector General (OIG) and that investigative support be provided by OIG investigators, if, and only if, the OIG is fully funded.

Submitted by: Reverend Kevin Wildes, Chariman

Approved by: _____

Director

Salary Budget

Personnel

Benefits

Operating Budget

Rent

Office Supplies

Utilities

Telephone

Copying/printing/reproduction

Professional fees

Attorney's fees

Furniture and Equipment

Telephone

Miscellaneous

Ethics Training Programs

Title: Executive Director

Number of positions with title: 1

Persons to whom the individual reports: Members of the Ethics Review Board

Duties and responsibilities: The Executive Director (ED) shall carry out the administrative duties of the Ethics Review Board (ERB) and be the administrative liaison between the Chairman of the ERB and the Inspector General (IG). The ED shall ensure the smooth operation of ERB functions. The ED shall schedule meetings of the ERB and maintain the agenda and records of the meetings. It shall be the duty of the ED that all meetings shall be properly scheduled and meet with the standards of the open meeting law. The ED shall assist the ERB in drafting and maintaining the rules and regulations for the operation of the ERB. The ED shall assist the ERB in the handling of complaints filed, and advisory opinions requested. The ED shall ensure that all advisory opinions are distributed in an appropriate and timely manner. For purposes of investigations the ED shall consult with the IG on the assignment of an investigation to an investigator and the ED may work, jointly, on an investigation with IG investigators with the approval of both the Chairman of the ERB and the IG. The ED shall assist the ERB in the administration of oaths and affirmations and with the approval of the Chairman, and IG may work with the General Counsel and IG investigators to subpoena witnesses, compel their attendance, take evidence, and require the production of any records which the ERB deems relevant or material to an investigation or hearing. The ED shall actively participate in the conduct of all hearings before the ERB and shall be responsible for the security and maintenance of all records, evidence and documents. The ED shall be responsible for the establishment and maintenance of a secure evidence room as the receptacle of all confidential documents.

Salary.....\$70,000.00

Title: General Counsel

Number of persons with title: 1

Person to whom the individual reports: The Ethics Review Board

Duties and responsibilities: The General Counsel (GC) advises the ERB on legal issues related to all functions, duties and responsibilities of the ERB. The GC works in close communication with the Chairman, and the Executive Director (ED) of the ERB relating to legal issues in the conduct of hearings, receipt of complaints, and the issuance of advisory opinions. The GC researches and writes legal memoranda, briefs, and is consulted on the drafting of all other documents created by the ERB. The GC assists the ERB in handling civil recovery actions and actions for enforcement of administrative summons; issuing subpoenas for documents and witnesses; conducting subpoena hearings; and coordinating prosecutions with the United States Attorney or the District

Attorney. The GC attends meetings with other government officials and agencies when directed by the ERB or the Chairman. The GC provides day-to-day supervision on legal issues to the Executive Director, employees and legal interns and continuously monitors the quality of work performed. The GC actively participates in all cases generated by the ERB. Upon the direction of the Chairman, the GC reviews all reports, press releases, legal analysis, proposed legislation, and correspondence generated by the ERB. In conjunction with the Chairman, and the ED, the GC determines how all correspondence will be handled. The GC provides guidance to local officials and the public upon direction from the ERB or the Chairman.

Salary.....\$90,000.00
Object Code 1010-Total Salaries.....\$160,000.00

**Educational training program for City Employees and individuals
and corporations doing business with the city.**
Object Code 2060.....\$100,000.00

Telephone Local
Object Code 2190\$5,000.00

Telephone Long Distance
Object Code 2210.....\$5,000.00

Office Supplies
Object Code 3250.....\$10,000.00

Computers
Object Code 3271.....\$20,000.00

Total Budget.....\$300,000.00

We can depend on the OIG for all of our other services plus office space.

PROGRAM NARRATIVE

DEPARTMENT: Office of the Inspector General
PROGRAM: Operating Budget for Fiscal Year 2008

List each organization in this program, in order of importance:

Org Code: NEW **Orgn Name:** Office of the Inspector General

RESOURCES:	2007		2008	
	Amount	Positions	Amount	Positions
Gen. Fund	\$250,000.00	1	\$2,930,718.00	35

Non-G.F. _____
Total _____

WHAT IS THE PURPOSE OF THIS PROGRAM?

The purpose of this office is to establish a full-time program of investigation, internal audit, and performance review to provide increased accountability and oversight of entities of city government or entities receiving funds through the city and to assist in improving agency operations. The OIG has been established to prevent and detect fraud, waste, abuse and illegal acts in the City of New Orleans and further it shall assist management in the establishment of affected systems of control, while conducting joint criminal investigations with other law enforcement organizations.

HOW DOES THIS PROGRAM ASSIST THE DEPARTMENT IN THE ACCOMPLISHMENT OF THE DEPARTMENT'S MISSION?

Through the completion of audits, investigations, inspections, and performance reviews of government detailed in an annual report.

HOW IS THIS PROGRAM'S PERFORMANCE MEASURED?

Audits, investigations, inspections, and reviews will be subject to annual quality assurance reviews under the nationally accepted **Principles and Standards for Offices of the Inspectors General (Green Book)** by a third party advisory

committee to include one representative named by the city council, one representative from the office of the mayor, one representative named by the Louisiana Supreme Court, one representative named by the Association of Inspectors General, and one representative named by the Ethics Review Board.

If the proposed budget adds positions, or increases Other Expenses, describe the improvements in the operation and effectiveness of the program that will result from these additions:

This is a newly established office and this budget is for the first full year of operation for this office, and truly will not be able to carry out its extremely serious mandate if not fully funded.

Submitted by: Robert A. Cerasoli, Inspector General

Approved by: _____
Director

CITY OF NEW ORLEANS FORM-2 (06/07)

Title: Inspector General

Number of positions with title: 1

Person to whom individual reports: Organizationally Independent

Duties and responsibilities: The Inspector General (IG) is the administrative head of the Office of the Inspector General (OIG). As administrative head the IG is responsible for establishing a full-time program of investigation, audit, inspections, and performance review to provide increased accountability and oversight of entities of city government and entities receiving funds through the city. The IG is empowered to prevent and detect fraud, waste, abuse, and illegal acts. The IG shall assist management in improving agency operations and the establishment of affected systems of control. The IG shall prepare and transmit an OIG operating budget annually to the chief administrative officer and the city council, identifying in the budget all proposed expenditures. The IG may conduct joint investigations and projects with other oversight or law enforcement agencies. The IG shall report OIG recommendations and results of findings to the Ethics Review Board (ERB). Upon credible information of corruption or fraud, the IG shall notify the appropriate law enforcement agencies and may assist the law enforcement agency in concluding the investigation. The IG shall present an annual work plan for the ensuing year to the ERB no later than September 1 of each year. The IG shall have the power to establish personnel procedure and to appoint, employ, contract, and remove such assistants, employees, consultants, and personnel including, but not limited to legal counsel, as deemed necessary for the efficient and effective administration of the activities of the OIG. The IG may administer oaths and affirmations, subpoena witnesses, compel their attendance, take evidence, and require the production of any records, which the IG deems relevant or material to an investigation or audit.

Salary..... \$150,718.00

Title: First Assistant Inspector General for Audit and Review

Number of positions with title: 1

Person to whom individual reports: Inspector General

Duties and responsibilities: The First Assistant for Audit and Review (FAAR) has principal responsibility for advising the Inspector General (IG) on issues related to the Office of the Inspector General (OIG) mandate to prevent and detect fraud, waste, abuse and illegal acts. The FAAR advises the IG regarding major policy decisions in providing increased accountability and oversight of entities of city government, and in the expenditure of funds by the entities of city government or entities receiving funds through the city on a day-to-day basis. The FAAR is responsible for the design, compilation and review of the Audit Manual (AM) that will be submitted to the IG for approval and used to audit the economy, efficiency and effectiveness of city government

operations and functions. This shall include contracts, procurements, grants, agreements, and other programmatic and financial arrangements. The FAAR will prepare audit reports with recommended remedial actions. The FAAR assists the IG in defining the OIG goals and objectives, while setting long and short term objectives for the Audit and Review division. The FAAR approves plans developed by the Deputy Inspector General for Audit and Review and subordinate employees of that division, while coordinating them with other divisions within the OIG. The FAAR represents the IG in meetings and public forums when so directed. The FAAR has responsibility to review each audit, each report, all correspondence, and other documents generated by the Audit and Review division and ensure the exactness and accuracy of all such documents prior to distribution. The FAAR also assesses and recommends to the IG training and resources needed by staff to ensure effectiveness of the OIG.

Salary.....\$130,000.00

Title: Deputy Inspector General for Audit and Review

Number of positions with title: 1

Persons to whom individual reports: First Inspector General for Audit and Review, Inspector General.

Duties and responsibilities: The Deputy Inspector General for Audit and Review (DAR) has principal responsibility for advising the First Inspector General for Audit and Review and the Inspector General (FAAR) on issues related to the OIG mandate to prevent and detect fraud, waste, abuse and illegal acts. The DAR supervises the Chief and Assistant Chief of the Audit and Review division in the careful implementation of all audit plans and the proper execution of all audits and reviews under the Principal and Standards for Offices of Inspectors General and Generally Accepted Government Auditing Standards. The DAR assists the FAAR and IG in defining the OIG goals and objectives, while setting long and short term objectives for the Audit and Review Division. The DAR implements, audit and review plans, approved by the FAAR and IG, monitors their effectiveness, and adapts them to changing opportunities and obstacles. The DAR assigns projects within the Audit and Review Division, approves project plans, reviews draft work products, and assures the quality of the work performed. The DAR assists the FAAR in coordinating activities of the Audit and Review division with other divisions within the OIG. The DAR represents the IG in meetings and public forums when directed and advises the FAAR on training and resources needed by staff to ensure the effectiveness of the OIG.

Salary.....\$90,000.00

Title: Chief for Audit and Review

Number of positions with title: 1

Persons to whom individual reports: Deputy Inspector General for Audit and Review, First Inspector General for Audit and Review, Inspector General.

Duties and responsibilities: The Chief for Audit and Review (CAR) assists the Deputy Inspector General for Audit and Review in developing long and short term goals and objectives for the Audit and Review Division. The CAR has primary responsibility for developing and implementing audit and review plans and monitoring their effectiveness; reviewing project plans and draft work projects; and recruiting staff within the OIG to assist in these projects. The CAR provides day-to-day supervision and technical advice to auditors, analysts and other staff assigned to Division projects. The CAR analyzes all audit results, reports and reviews for recommendations to the DAR, FAAR, and IG.

Salary.....\$80,000.00

Title: Assistant Chief for Audit and Review

Number of positions with title: 1

Persons to whom individual reports: Chief for Audit and Review, Deputy Inspector General for Audit and Review, First Inspector General for Audit and Review, Inspector General.

Duties and responsibilities: The Assistant Chief for Audit and Review (AC) plans and executes audits and reviews and may serve as team leader or lead auditor on specific projects. The AC is responsible for research and analysis pertaining to audit and systems standards and methodology. The AC works with senior managers and staff in other agencies to obtain detailed information on agency activities through interviews and document requests. The AC analyzes raw data to develop findings and recommendations and drafts work papers, summaries, memoranda, letters, and interim and final audits and reports. The AC works with the CAR to manage the staff assignments of the division and provides technical advice when appropriate.

Salary.....\$70,000.00

Title: First Assistant Inspector General for Criminal Investigations

Number of positions with title: 1

Person to whom individual reports: Inspector General

Duties and responsibilities: The First Assistant Inspector General for Criminal Investigations (FACI) has principal responsibility for advising the IG on issues related to the OIG mandate to prevent and detect fraud, waste, abuse, and illegal acts. The FACI advises the IG regarding major policy decisions in conducting all criminal, disciplinary, ethical and financial investigations. The FACI is responsible for the design, compilation and review of the Investigations Manual (IM) that will be submitted to the IG for approval and used to conduct all investigations undertaken by the Criminal Investigations Division. The FACI has responsibility to conduct joint law enforcement investigations with Federal and State law enforcement agencies. The FACI may also conduct joint investigations with other local law enforcement agencies where appropriate. In the case of local law enforcement investigations the OIG IM shall take precedence. The FACI has the responsibility to conduct joint investigations with the State Ethics Commission and the ERB. The FACI has the responsibility to maintain the confidentiality of the records of all investigations until the investigation is completed and all appropriate law enforcement agencies and ethics commissions have completed their work. The FACI assists the OIG in defining the OIG agenda as it relates to investigation activities and establishing long and short term objectives for detecting fraud, waste, abuse and illegal acts for the Criminal Investigations Division. The FACI approves plans developed by the Deputy Inspector for Criminal Investigations and subordinate employees of that division, while coordinating them with other divisions within the OIG. The FACI approves the issuance of subpoenas and summonses for documents and witnesses prior to approval by the First Assistant Inspector General for Legal Affairs and General Counsel. The FACI approves all access to the National Criminal Information Center material and the LEAPS computer system. The FACI represents the IG in meetings and public forums when so directed. The FACI reviews and approves all investigations, reports, correspondence and other documents generated by the division prior to submission to the IG. The FACI assesses and recommends to the IG training and resources needed by the division and its employees to ensure effectiveness.

Salary.....\$130,000.00

Title: Deputy Inspector General for Criminal Investigations

Number of positions with title: 1

Persons to whom individual reports: First Assistant Inspector General for Criminal Investigations, Inspector General

Duties and responsibilities: The Deputy Inspector General for Criminal Investigations (DCI) has principal responsibility for advising the First Assistant Inspector General for Criminal Investigations (FACI) and the IG on issues related to the OIG mandate to prevent and detect fraud, waste, abuse, and illegal acts. The DCI advised the FACI

regarding major policy decisions in conducting all criminal, disciplinary, ethical and financial investigations. The DCI has principal responsibility for developing criminal investigations concerning the fraud, waste and abuse in the expenditure of public funds. The DCI assists in setting the OIG agenda as it relates to detection activities of the Criminal Investigations Division, and developing long and short term objectives consistent with OIG goals. The DCI implements plans approved by the FACI and IG, monitors their effectiveness, and adapts them to changing opportunities and obstacles. The DCI assigns cases within the division and approves case development plans. The DCI approves initial requests for subpoenas and summonses for documents and witnesses, reviews draft work products, and assures the quality of the work performed. The DCI assists the FACI in coordinating activities of the Criminal Investigations Division with other divisions within the OIG and law enforcement agencies. The DCI testifies as required in administrative and judicial proceedings and advises the FACI on training and resources needed by the division staff to ensure their effectiveness.

Salary.....\$90,000.00

Title: Chief for Criminal Investigations

Number of positions with title: 1

Persons to whom individual reports: Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Chief for Criminal Investigations (CCI) assists the Deputy Inspector General for Criminal Investigations in developing long and short term objectives for the division. The CCI develops and implements investigative plans approved by the DCI, FACI, and IG and monitors these plans for their effectiveness. The CCI reviews ongoing cases, draft work projects and proposals and provides day-to-day supervision of investigators within the division. The DCI provides advice on investigative techniques, interviewing methods, and case development to investigators. The DCI continuously monitors the quality of work performed and actively participates in projects as appropriate. The DCI testifies as required in administrative and judicial proceedings.

Salary.....\$80,000.00

Title: Assistant Chief for Criminal Investigations

Number of positions with title: 1

Persons to whom individual reports: Chief for Criminal Investigations, Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Assistant Chief for Criminal Investigations plans and executes investigations under the direction of the CCI and DCI and may serve as team leader or lead investigator on specific investigations. The AC is responsible for planning, organizing, supervising projects, and case development activities. The AC works with senior management in other agencies to obtain detailed investigative information on agency activities through interviews, and document requests. The AC trains the investigators in criminal investigative techniques and interview methods as required. The AC provides supervision to investigators in team investigations and conducts special projects with other law enforcement agencies, and reviews special investigative projects within the OIG.

Salary.....\$70,000.00

Title: First Assistant Inspector General for Legal Affairs

Number of positions with title: 1

Persons to whom individual reports: Inspector General

Duties and responsibilities: Principal responsibility for advising the IG and office staff on legal issues related to the OIG mandate to prevent and detect fraud, waste, abuse and illegal acts. The First Assistant Inspector General for Legal Affairs (FALA) serves as the chief legal representative of the OIG, and advises the IG on major policy decisions on a day-to-day basis. The FALA assists the IG in defining OIG goals and objectives and directs the activities of the Legal Division. The FALA oversees the issuance of subpoenas and summonses for documents and witnesses, the conduct of subpoena hearings, interviews, and all legal analyses by office staff. The FALA actively participates in cases when deemed appropriate by the IG and coordinates prosecutions with the United States Attorney, the State of Louisiana Attorney General, and/or District Attorney as appropriate. The FALA handles civil recovery actions, false claim recovery actions, and actions for enforcement of subpoenas and summonses. The FALA reviews and approves all reports, press releases, legal analysis, legislation and correspondence generated by office staff prior to approval by the IG. The FALA attends meetings with government officials and agencies when required and represents the IG in meetings and public forums when so directed. The FALA may provide certain legal analysis and guidance to public officials when appropriate upon approval by the IG. The FALA assesses and recommends to the IG training and resources needed by legal staff to ensure the effectiveness of the division and the OIG.

Salary.....\$130,000.00

Title: General Counsel

Number of positions with title: 1

Persons to whom individual reports: First Assistant Inspector General for Legal Affairs, Inspector General

Duties and responsibilities: Advises the First Assistant Inspector General for Legal Affairs (FALA) and Inspector General (IG) on legal issues related to the OIG mandate to prevent and detect fraud, waste, abuse, and illegal acts. The General Counsel (GC) advises Deputy Inspector Generals, Division Chiefs, and staff regarding legal issues. The GC researches and writes legal memoranda, briefs, and other legal documents. The GC assists the FALA in handling civil recovery actions, false claim actions, and actions for the enforcement of administrative summons; issuing subpoenas for documents and witnesses; conducting subpoena hearings; and coordinating prosecutions with the United States Attorney, State Attorney General of Louisiana, or District Attorney as appropriate. The GC attends meetings with other government officials and agencies when required. The GC provides day-to-day supervision on legal issues to the Assistant General Counsels, and Staff Counsels and continuously monitors the quality of work performed. The GC assigns staff counsel in the Legal Division to other divisions within the OIG with the approval of the FALA and the IG and actively participates when deemed appropriate. The GC reviews all reports, press releases, legal analysis, legislation, and correspondence of the office staff. In conjunction with the IG, the GC determines how correspondence will be handled and assigns such duties to members of the legal division. The GC provides guidance to public officials on procurement related matters and provides legal analysis and guidance when deemed appropriate. The GC advises the FALA on training and resources needed by the legal staff to ensure the effectiveness of the division.

Salary..... \$90,000.00

Title: Director of Administration and Finance

Number of positions with title: 1

Person to whom individual reports: Inspector General

Duties and responsibilities: The Director of Administration and Finance (DAF) is primarily responsible for the supervision and coordination of all administrative staff. Duties include preparation and administration of annual budget, personnel administration, payroll, maintenance of personnel records. Acts as the chief purchasing officer and is responsible for purchasing, procurement, procurement management, contract administration, financial management of contracts, quality control and assurance, inventory and materials management. The DAF implements all office projects as directed

by the IG and ensures written documentation of the OIG internal accounting and administrative control system. These duties shall be to ensure: that access to resources and records are limited to authorized individuals; that documentation of all internal control systems shall be promptly recorded, clearly documented, and properly classified; that documentation of all internal control systems are readily available for examination by proper authorities; that qualified and continuous supervision be provided to ensure that all internal control objectives are achieved; that the results of audits and recommendations to improve internal controls are promptly evaluated by the IG; that timely and appropriate corrective actions are effected by the IG in response to an audit; all actions necessary to correct matters will be addressed by the OIG. The DAF serves as the Equal Employment Opportunity/Affirmative Action Plan Officer and is responsible for developing that plan for the OIG. The DAF develops, implements, and executes all plans and procedures for hiring and employment for the OIG.

Salary.....\$70,000.00

Title: Engineer

Number of positions with title: 3

Persons to whom individual reports: First Inspector General for Audit and Review, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction.

Salary.....\$210,000.00

Title: Auditor

Number of positions with title: 10

Persons to whom individual reports: Deputy Chief for Audit and Review, Chief for Audit and Review, Deputy Inspector General for Audit and Review, First Assistant Inspector General for Audit and Review, Inspector General.

Duties and responsibilities: The Auditor plans, manages, and executes audits and reviews of projects and programs involving the expenditure of public funds. The Auditor

will carry out audits, and audit related activities under the guidelines of Generally Accepted Government Auditing Standards (GAGAS). The Auditors activities shall include examining and evaluating the adequacy and effectiveness of internal controls, reviewing and appraising the soundness of controls and the reliability and integrity of financial, managerial, and operating data; ascertaining compliance with policies and procedures; ascertaining compliance with contractual provisions; evaluating asset safeguards and accountability; evaluating the economy and efficiency with which resources are employed; reviewing operations and programs to assess whether they are operating according to law; providing targeted forensic accounting in assistance to parallel OIG investigations, inspections and reviews; performance auditing and measurement to determine efficiency, effectiveness and productivity; and the recommendation of new systems to enhance and maximize performance. The Auditor also develops plans for carrying out analysis; compiles, handles, transports, and reviews documents and organizes data needed to carry out plans; evaluates and interprets data; drafts work papers, summaries, memoranda, letters, and final reports. The Auditor may provide technical assistance to public officials with supervisory approval, participate in the reviewing of legislation, and draft policy positions on changes needed in proposed legislation. The Auditor assists in the preparation of manuals, guidelines, and regulations to assist appropriate public agencies.

Salary.....\$600,000.00

Title: Investigator

Number of positions with title: 10

Persons to whom individual reports: Deputy Chief for Criminal Investigations, Chief for Criminal Investigations , Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Investigator develops compiles, reviews, handles, and transports documents and evidence relative to investigations. The Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Investigator must give testimony before administrative hearings and in the courtroom when required.

Salary.....\$600,000.00
Object Code 1010-Total Salaries.....\$2,597,718.00

Advertising for employment and contract service
Object Code 2010.....\$10,000.00

Dues and subscriptions for newspapers and professional journals
Object Code 2050.....\$1,000.00

Education for certifications, and specialized training (including licensing and continuing professional education) for employees of the OIG
Object Code 2060.....\$10,000.00

Professional liability and legal insurance
Object Code 2110.....\$20,000.00

Printing and Binding for audit reports, performance reviews, inspection reports and investigations.
Object Code 2140.....\$20,000.00

Copier leases and maintenance for two copiers, one large heavy duty copier for printing reports, and a smaller copier for day-to-day work.
Object Code 2171.....\$10,000.00

Lease of secured facility in a building that already has a 24 hour guard. The OIG needs to establish a secured evidence room within this facility.
Approximately 10,000 square feet based on 35 employees x 200 sq. ft. per employee, conference room and common areas.
Object Code 2160.....\$100,000.00

Telephone Local
Object Code 2190.....\$2,000.00

Telephone Long Distance
Object Code 2210.....\$2,000.00

Utilities for electricity, water and telephone
Object Code 2240.....\$15,000.00

Law, Audit and Investigative Books
Object Code 3010.....\$5,000.00

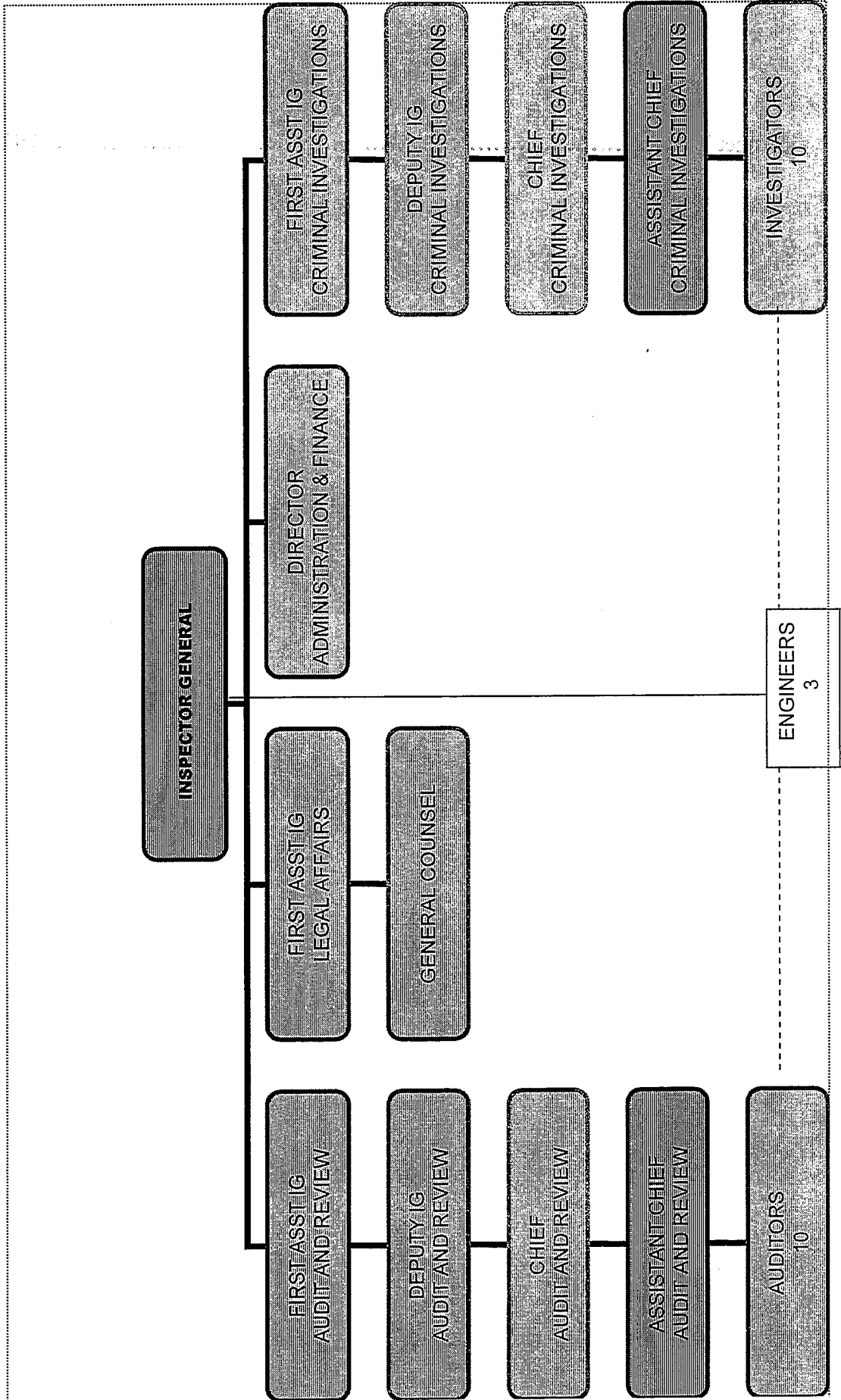
Office Supplies
Object Code 3250.....\$10,000.00

Computers and Software Program and Maintenance-35 desktops internal stand alone system, 7 stand alone internet access, & 20 laptops.
Object Code 3271.....\$128,000.00

Budget Total.....\$2,930,718.00

Inspector General Office Structure

9/24/07



Appendix B

GENERAL SERVICES

PROGRAM DETAIL

Program No.	Personal Services	Other Operating	Debt Service	Total
001 GENERAL FUND				
7101 OFFICE OF INSPECTOR GENERAL	2,797,000	333,000	0	3,130,000
7102 ETHICS REVIEW BOARD	0	300,000	0	300,000
001 GENERAL FUND TOTAL	2,797,000	633,000	0	3,430,000
DEPARTMENT TOTAL	\$2,797,000	\$633,000	\$0	\$3,430,000

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Appendix C

ORDINANCE
(AS AMENDED)
CITY OF NEW ORLEANS

CITY HALL: October 18, 2007

CALENDAR NO. 26,748

NO. 22888 MAYOR COUNCIL SERIES

BY: COUNCILMEMBERS MIDURA, CARTER, FIELKOW, HEAD, DARNELL AND
HEDGE-MORRELL

AN ORDINANCE to rescind Ordinance No. 22,444 M.C.S., and to amend Section 9-1120, Chapter 2 of the Code of the City of New Orleans to add Article XIII relative to the Office of Inspector General and otherwise to provide with respect thereto.

SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY

ORDAINS, That Article XIII of Chapter 2 of the City Code is hereby ordained to read as follows:

Article XIII. Office of Inspector General.

Section 9-1120. Office of Inspector General.

1. Creation of the City of New Orleans Office of Inspector General

Pursuant to Section 9-401 of the Home Rule Charter of the City of New Orleans, this ordinance establishes the City of New Orleans Office of Inspector General.

2. Purpose

The purpose of this Section is to establish a full time program of investigation, audit, inspections, and performance review, to provide increased accountability and oversight of entities of city government or entities receiving funds through the city, and to assist in improving agency operations and deterring and identifying, fraud, waste, abuse, and illegal acts. Further, in pursuing its mandate to prevent and detect fraud,

15 waste, abuse and illegal acts, the office of inspector general shall use all the powers in
16 this ordinance to assist management in the establishment of effective systems of control.

17 **3. Appointment**

- 18 a) The appointing authority for the Inspector General shall be the Ethics Review
19 Board.
- 20 b) The Ethics Review Board shall convene within 60 days of a vacancy in the
21 position of Inspector General or within 60 days of the effective date of this
22 ordinance to initiate the national search for the Inspector General.
- 23 c) The appointing authority shall conduct a nationwide search to fill the position of
24 Inspector General. The appointing authority will also recommend the annual
25 salary of the Inspector General and approve the annual salary each year thereafter.
- 26 d) In case of a vacancy in the position of Inspector General, the chairperson of the
27 appointing authority may appoint a first assistant inspector general, deputy
28 inspector general, or other Office of Inspector General management personnel as
29 interim Inspector General until such time as a successor Inspector General is
30 appointed. The appointing authority may by majority vote of all members
31 overrule the chairperson's appointment and appoint an alternative candidate with
32 majority approval.
- 33 e) The Inspector General is to be selected without regard to political affiliation and
34 on the basis of integrity, capability for strong leadership, and demonstrated ability
35 in accounting, auditing, financial analysis, law, management analysis, public
36 administration, investigation, criminal justice administration or other closely
37 related fields. In addition, the Inspector General should possess demonstrated

38 knowledge, skills, abilities and experience in conducting audits, investigations,
39 inspections, and performance reviews.

40 f) Qualified candidates for Inspector General shall be a person who:

41 a. Has at least five years of experience in any one, or combination, of the
42 following fields:

43 i. As an Inspector General

44 ii. As a federal law enforcement officer;

45 iii. As a Federal or State court judge;

46 iv. As a licensed attorney with expertise in the areas of audit and
47 investigation of fraud, mismanagement, waste, corruption, and
48 abuse of power;

49 v. As a senior level auditor or comptroller;

50 vi. Supervisory experience in an office of an inspector general or an
51 investigative public agency similar to an office of inspector
52 general.

53 b. Has a four-year degree from an accredited institution of higher learning

54 g) Highly qualified candidates in addition to the minimal qualifications contained in
55 this section shall be a person who:

56 a. Has managed and completed complex investigations involving allegations
57 of fraud, waste, abuse, illegal acts, theft, public corruption, deception and
58 conspiracy;

59 b. Has demonstrated the ability to work with local, state and federal law
60 enforcement agencies and the judiciary; and/ or

- 61 c. Has an advanced degree in law, accounting, public administration, or other
62 relevant field.
- 63 h) A former or current elected official or employee of New Orleans city government
64 may not be appointed Inspector General within four years following the end of
65 such individual's period of service. Notwithstanding the foregoing restriction,
66 employees of the Office of Inspector General who have served in the office for
67 four or more years may be immediately eligible for appointment to the position of
68 Inspector General. The Inspector General shall hold at appointment, professional
69 certification as a Certified Inspector General (CIG). Two or more other
70 professional certifications such as Certified Inspector General Investigator (CIGI),
71 Certified Inspector General Auditor (CIGA), Certified Public Accountant (CPA),
72 Certified Internal Auditor (CIA), Certified Governmental Financial Manager
73 (CGFM), and Certified Fraud Examiner (CFE) are recommended. A former or
74 current elected official or employee of the State of Louisiana or its political
75 subdivisions may not be appointed Inspector General within four years following
76 that individual's period of service. This shall not prohibit the reappointment of an
77 Inspector General currently holding the position of New Orleans Inspector
78 General.
- 79 i) The Inspector General shall not hold, nor be a candidate for, any elective office
80 while Inspector General, or for four years thereafter, and no officer or employee
81 of the office of the Inspector General shall hold, or be a candidate for, any
82 elective office while an officer or employee, or for four years thereafter. The
83 Inspector General shall not hold office in any political party or political

84 committee, nor shall he/she participate in any political campaign of any candidate
85 for public office, nor make any campaign contribution or campaign endorsement,
86 while Inspector General. No officer or employee of the office of the inspector
87 general shall hold office in any political party or political committee, or
88 participate in any political campaign of any candidate for public office, or make
89 any campaign contribution or campaign endorsement, while an officer or
90 employee of the Office of Inspector General.

91 **4. Term of Office**

92 The Inspector General is appointed for a term of four years, which term shall begin when
93 the Inspector General begins employment with the city. Subsequent four year terms may
94 be renewed at the discretion of the appointing authority.

95 **5. Abolition of and Removal from Office**

96 a) Following a public hearing by the appointing authority, the Inspector General may
97 be removed from office for cause by 2/3 supermajority vote of the entire
98 membership of the Ethics Review Board, which must then publicly report the
99 reasons for removal to the City Council. Causes for removal may include abuse
100 of power or authority, conviction of a state or federal felony, or entry of a guilty
101 or nolo contendere plea to a state or federal felony charge, discrimination, ethical
102 misconduct in office, unprofessional conduct, and other acts tarnishing the
103 integrity of the Office of Inspector General.

104 b) Following a public hearing, the Office of Inspector General may be abolished by a
105 2/3 supermajority vote of the entire membership of the City Council.

106 **6. Resources**

107 a) The Office of Inspector General shall be funded by an annual appropriation by the
108 City Council in an amount sufficient to cover its operations pursuant to Section 3-
109 113(4) of the Home Rule Charter of the City of New Orleans.

110 b) The Inspector General shall prepare and transmit an annual operating budget to
111 the Chief Administrative Officer, identifying in the budget all proposed
112 expenditures.

113 7. Organizational Placement

114 a) The Office of Inspector General is “operationally independent” from the
115 legislative and executive branches of the City, including the Council of the City of
116 New Orleans, and the Office of the Mayor, but is authorized and encouraged to
117 work cooperatively with the Ethics Review Board. “Operationally independent”
118 shall be defined as follows: “not preventing, impairing, or prohibiting the
119 Inspector General from initiating, carrying out, or completing any audit,
120 investigation, inspection or performance review.

121 b) The Office of Inspector General shall conduct preliminary inquiries, inquiries or
122 investigations on behalf of the Ethics Review Board on all matters brought before
123 it. For the purposes of performing the duties, powers, authority, and functions of
124 this ordinance, legal counsel may be retained by the Ethics Review Board
125 pursuant to Section 9-402(1) of the Home Rule Charter of the City of New
126 Orleans to serve as legal counsel for the Ethics Review Board and the Office of
127 Inspector General.

128 c) The office of the inspector general shall be considered a city law enforcement
129 agency for the purposes of this chapter, but shall not be a police force. Pursuant

130 to Section 4-502(2)(a) of the Home Rule Charter of the City of New Orleans,
131 upon the request of the Inspector General, the Superintendent of Police shall
132 deputize investigative employees of the Office of Inspector General with limited
133 police powers. Such deputies shall not be granted arrest power, and shall be
134 deputized solely for the purpose of carrying out the duties of the Office of
135 Inspector General and only in connection with the investigation of a matter within
136 the purview of the Office of Inspector General.

137 **8. Records Disclosure**

138 All records of the Office of Inspector General shall be exempt from public disclosure and
139 shall be considered confidential, unless it is necessary for the Inspector General to make such
140 records public in the performance of his duties. Unauthorized disclosure of information by the
141 Inspector General or any employee of the Office of Inspector General is subject to review and
142 disciplinary action by the appointing authority.

143 **9. Reporting the Results of Inspector General Findings**

- 144 a) The Inspector General shall report its recommendations and results of its findings
145 to the Ethics Review Board.
- 146 b) Prior to concluding a report or recommendation, which contains findings as to the
147 person or entity being reported or who is the subject of the recommendation, the
148 Inspector General shall provide the affected person or entity a copy of the report
149 or recommendation.
- 150 c) Such person or entity shall have 30 working days to submit a written explanation
151 or rebuttal of the findings before the report or recommendation is finalized, and

152 such timely submitted written explanation or rebuttal shall be attached to the
153 finalized report or recommendation.

154 d) This section shall not apply when the Inspector General, in conjunction with a
155 District Attorney, Attorney General or United States Attorney, determines that
156 supplying the affected person or entity with such report will jeopardize a pending
157 criminal investigation.

158 **10. Annual Reports**

159 The Inspector General shall report on the activities of the Office of Inspector General for
160 the preceding calendar year to the Ethics Review Board, on or before March 31st of each year,
161 on matters undertaken, costs incurred, costs recovered, matters concluded, and results. The
162 report shall describe accomplishments of the Office of Inspector General. Copies of the report
163 shall be provided to the City Council, the Office of the Mayor, and any oversight agencies
164 interested in the activities of the Office of Inspector General.. Upon issuance, members of the
165 media and the public shall be promptly advised of the issuance of the report. Such reports will
166 be provided to them upon request.

167 **11. Authority**

168 The Office of Inspector General is authorized to engage in the following specific
169 functions:

170 a) Audit, evaluate, investigate, and inspect the activities, records, and individuals
171 with contracts, subcontracts, procurements, grants, agreements, and other
172 programmatic and financial arrangements undertaken by city government and any
173 other function, activity, process, or operation conducted by city government.

- 174 b) Audit the efficiency and effectiveness of city government operations and
175 functions and conduct reviews of city government's performance measurement
176 system.
- 177 c) Review the reliability and validity of the information provided by city
178 government performance measures and standards.
- 179 d) Initiate such investigations, audits, inspections, and performance reviews of city
180 government as the Inspector General deems appropriate.
- 181 e) Receive and investigate complaints from any source and investigate those
182 complaints that the Inspector General deems credible or upon his own initiative
183 conduct investigations concerning alleged fraud, waste, abuse, illegal acts, and
184 service deficiencies including deficiencies in the operation and maintenance of
185 facilities.
- 186 f) Engage in prevention activities, including but not limited to: the prevention of
187 fraud, waste, abuse, and illegal acts; review of legislation; review of rules,
188 regulations, policies, procedures, and transactions; and the supplying, providing,
189 and conducting of programs for training, education, certification and licensing.
- 190 g) Conduct joint investigations and projects with other oversight or law enforcement
191 agencies, including, but not limited to the District Attorney, Attorney General,
192 and the United States Attorney.
- 193 h) When efficiency problems are noted, the Inspector General has an affirmative
194 duty to provide a standard of efficient practice to the unit in question, and assess
195 whether adequate resources are available for implementation of a program.

- 196 i) Issue reports and recommend remedial actions to be taken by the City Council,
197 the Office of the Mayor, or municipal departments or agency heads to overcome
198 or correct operating or maintenance deficiencies and inefficiencies identified by
199 the Office of Inspector General..
- 200 j) Issue public reports as set forth in sections 9 and 10.
- 201 k) Monitor implementation of recommendations made by the Office of Inspector
202 General and other audit, investigative, and law enforcement agencies.
- 203 l) Establish policies and procedures to guide functions and processes conducted by
204 the Office of Inspector General.
- 205 m) Maintain information regarding the cost of investigations and cooperate with
206 appropriate local, state, and federal administrative and prosecutorial agencies in
207 recouping such costs from nongovernmental entities involved in willful
208 misconduct.
- 209 n) Require reports from the Office of the Mayor, City Council, or city departments,
210 agencies, boards, commissions, or public benefit corporations regarding any
211 matter within the jurisdiction of the Inspector General.
- 212 o) Upon discovering credible information of corruption, fraud, waste, abuse or
213 illegal acts in carrying out his duties and responsibilities as Inspector General, the
214 Inspector General shall report to the District Attorney, or the United States
215 Attorney, or other appropriate law enforcement agency.
- 216 p) Whenever the Inspector General has reasonable grounds to believe there has been
217 a violation of federal or state law, the Inspector General shall refer a matter to the

218 District Attorney, the United States Attorney or other appropriate law
219 enforcement agency.

- 220 q) When the Inspector General has reason to believe he must recuse himself from a
221 matter, because of a potential conflict of interest, the Inspector General shall refer
222 such matter to the District Attorney, the United States Attorney or other
223 appropriate law enforcement agency.
- 224 r) The Inspector General shall refer audit, investigative, inspection, or performance
225 review findings to the Ethics Review Board, the state ethics commission, or to
226 any other federal, state or local agency he deems appropriate.
- 227 s) After referring a matter to any appropriate law enforcement agency, the Inspector
228 General may assist the law enforcement agency in concluding any investigation.
- 229 t) Upon detecting a potential violation of state ethics law or city ethics ordinance or
230 code, the Office of Inspector General may file a complaint with the state ethics
231 commission or Ethics Review Board.
- 232 u) The Inspector General shall be notified in writing prior to any meeting of a
233 selection or negotiation committee relating to the procurement of goods or
234 services by the city, including meetings involving third party transactions. The
235 notice required shall be given to the Inspector General as soon as possible after a
236 meeting has been scheduled, but in no event later than twenty-four hours prior to
237 the scheduled meeting. The Inspector General may attend all city meetings
238 relating to the procurement of goods or services as provided herein, and may pose
239 questions and raise concerns consistent with the functions, authority and powers
240 of the Inspector General. An audio recorder or court stenographer may be utilized

241 to record all selection or negotiation committee meetings attended by the Office
242 of the Inspector General.

243 v) The person in charge of any department, agency, board, commission, public
244 benefit corporation, the mayor, the city council, any city councilmember, or the
245 governing body of any agency, board, commission, or public benefit corporation
246 may request the assistance of the Office of Inspector General with respect to
247 implementation of any suggested legislation or legislative policy. In such an event
248 the Inspector General may assign personnel to conduct, supervise, or coordinate
249 such activity.

250 w) The Inspector General may do all things necessary to carry out the functions and
251 duties set forth in this section, including the promulgation of rules and regulations
252 regarding the implementation of responsibilities, duties and powers of the office.

253 12. Powers

254 The Office of Inspector General shall have access to all records, information, data,
255 reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews,
256 papers, books, documents, computer hard drives, e-mails, instant messages,
257 recommendations, and any other material of the City Council, Office of the Mayor, all city
258 departments, agencies, boards, commissions, public benefit corporations or of any individual,
259 partnership, corporation, or organization involved in any financial or official capacity with city
260 government that the Inspector General deems necessary to facilitate an investigation, audit,
261 inspection, or performance review. The Inspector General shall have access to all employees of
262 the city. At all times the Inspector General shall have access to any building or facility that is

263 owned, operated or leased by the city or any department, agency, board, commission or public
264 benefit corporation of the city, or any property held in trust to the city.

265 **13. Professional Standards**

266 Standards for initiating and conducting audits, investigations, inspections, and
267 performance reviews by the Office of Inspector General will conform to the "*Principles and*
268 *Standards for Offices of Inspectors General (Green Book)*" promulgated by the Association of
269 Inspectors General. The Office of Inspector General shall develop an operations manual
270 available to the public that contains principles based on these standards.

271 **14. Physical Facilities**

272 The city shall provide the Ethics Review Board and the Office of Inspector General with
273 appropriately located office space, which shall be located in close proximity, but offsite from
274 City Hall. The city shall also provide the Ethics Review Board and the Office of Inspector
275 General with sufficient and necessary equipment, office supplies, and office furnishings to
276 enable the Ethics Review Board and the Office of Inspector General to perform their functions
277 and duties.

278 **15. Organizational Structure**

279 a) The Inspector General and the Ethics Review Board shall have the power to
280 establish personnel procedures and procurement procedures for each of their
281 offices. The Inspector General and the Ethics Review Board shall have the power
282 to appoint, employ, contract, and remove such assistants, employees, consultants,
283 and personnel including, but not limited to legal counsel, as deemed necessary for
284 the efficient and effective administration of the activities of each of their offices.

285 b) The Office of Inspector General shall include, but not be limited to, a division of
286 criminal investigations, a division of audit, a division of inspections, and a
287 division of performance review.

288 **16. Quality Review**

289 a) Audits, investigations, inspections and performance reviews shall be subject to
290 annual quality assurance reviews by a third party Advisory Committee to include
291 one (1) representative named by the City Council, one (1) representative from the
292 Office of the Mayor, one (1) representative named by the Louisiana Supreme
293 Court, one (1) representative named by the Association of Inspectors General, and
294 one (1) representative named by the Ethics Review Board; said committee shall
295 be renewed annually.

296 b) The Office of Inspector General shall be subject to peer review by the Association
297 of Inspectors General every three years. Such peer review shall be paid for by the
298 Office of the Inspector General. When completed, the Association of Inspectors
299 General shall submit its recommendations and findings of such peer review to the
300 Ethics Review Board and the Inspector General. The Inspector General shall
301 comply with the recommendations of the peer review within ninety days,
302 provided that the recommendations and findings are accepted and approved by the
303 Ethics Review Board. Copies of the written report resulting from this peer review
304 shall be furnished to the Ethics Review Board, City Council, and Office of the
305 Mayor. This report shall also be made available to the public, when such process
306 is completed.

- 307 c) Within one hundred eighty days from the date of the Inspector General's
308 employment with the city, the Inspector General shall submit to the City Council
309 the governing policies of the Office of Inspector General for review and
310 acceptance.

311 **17. Annual Work Plan**

312 The Inspector General shall present an annual work plan for the ensuing calendar year to
313 the Ethics Review Board, no later than September 1st of each year. The plan shall include:

- 314 (a) Risk assessment criteria used in establishing the work plan;
315 (b) A schedule of projects and anticipated completion dates; and
316 (c) Quality assurance procedures planned for implementation

317 **18. Subpoena Power and Access to Information**

- 318 a) For purposes of an investigation, audit, inspection, or performance review, the
319 Inspector General may administer oaths and affirmations, subpoena witnesses,
320 compel their attendance and testimony under oath, take evidence, and require the
321 production of any records which the Inspector General deems relevant or material
322 to an investigation, audit, inspection or performance review.
- 323 b) In carrying out the provisions of this ordinance, the Inspector General, shall have
324 access to all records, reports, audits, reviews, papers, books, documents, computer
325 hard drives, e-mails, instant messages, recommendations, correspondence,
326 including information relative to the purchase of supplies and services or
327 anticipated purchase of supplies and services from any contractor by any city
328 department, agency, board, commission, or public benefit corporation, and any
329 other data and material that is maintained by or available to the city which in any

330 way relates to the programs and operations with respect to which the inspector
331 general has duties and responsibilities.

332 c) The Inspector General may request information, cooperation, and assistance from
333 any city department, agency, board, commission, or public benefit corporation.

334 Upon receipt of a request for such information, cooperation, and assistance from
335 the Inspector General, each person in charge of any city department, or the

336 governing body of any city agency, board, commission, or public benefit
337 corporation shall furnish the Inspector General or his authorized representative

338 with such information, cooperation, and assistance.

339 d) The Inspector General shall have direct and prompt access to the head of any city
340 department, agency, board, commission, or public benefit corporation when

341 necessary for any purpose pertaining to the performance of his duties and
342 responsibilities.

343 e) The Inspector General may require by summons, the attendance and testimony
344 under oath of persons, and the production of all records, reports, audits,

345 inspections, reviews, papers, books, documents, computer hard drives, e-mails,

346 instant messages, recommendations, correspondence and any other data and

347 material relevant to any matter under audit, investigation, inspection, or

348 performance review. Such summons shall be served in the same manner as a

349 summons for the production of documents in civil cases issued on behalf of the

350 state of Louisiana. Any judge of the Orleans Parish Civil District Court may, upon

351 application by the Inspector General, issue an order to compel the production of

352 records, reports, audits, reviews, papers, books, documents, computer hard drives,

353 e-mails, instant messages, recommendations, correspondence, and any other data
354 and material as aforesaid in the same manner and to the same extent as before said
355 court. Any failure to obey such order may be punished by said court as contempt.

- 356 f) Any person who fails to appear in response to a subpoena, fails to answer any
357 question, fails to produce information requested, or knowingly gives false
358 testimony during an investigation, audit, inspection or review shall be guilty of
359 contempt of court, or chargeable with appropriate criminal offenses and subject to
360 loss of employment with the city.

361 **20. Cooperation**

362 It shall be the duty of every city officer, employee, department, agency, board,
363 commission, and public benefit corporation; and the duty of every contractor, subcontractor, and
364 licensee of the city, and the duty of every applicant for certification of eligibility for a city
365 contract or program, to cooperate with the Inspector General in any investigation, audit,
366 inspection, performance review, or hearing pursuant to this chapter. Every city contract and
367 every bid, proposal, application or solicitation for a city contract, and every application for
368 certification of eligibility for a city contract or program shall contain a statement that the
369 corporation, partnership, or person understands and will abide by all provisions of this chapter.
370 Any employee, appointed officer or elected official of the city who violates any provision of this
371 chapter shall be subject to discharge or such other discipline as may be specified in an applicable
372 collective bargaining agreement, in addition to any other penalty provided in the city charter or
373 ordinances.

374 **21. Complaints by Public Employees**

375 The Inspector General may receive and investigate complaints or information from any
376 public employee concerning the possible existence of any activity constituting fraud, waste,
377 abuse, and illegal acts. The Inspector General shall not, after receipt of a complaint or
378 information from an employee, disclose the identity of the employee without the written consent
379 of said employee, unless the Inspector General determines such disclosure is necessary and
380 unavoidable during the course of the investigation. In such event the employee shall be notified
381 in writing at least seven days prior to such disclosure. Any employee who has authority to take,
382 direct others to take, recommend, or approve any personnel action shall not, with respect to such
383 authority, take or threaten to take any action against any employee as a reprisal for making a
384 complaint or disclosing information to the Inspector General, unless the complaint was made or
385 information disclosed with the knowledge that it was false or with willful disregard for its truth
386 or falsity

1 SECTION 2. THAT ORDINANCE NO. 22444 M.C.S. IS HEREBY RESCINDED.

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS NOVEMBER 1, 2007

ARNIE FIELKOW
PRESIDENT OF COUNCIL

DELIVERED TO THE MAYOR ON NOVEMBER 2, 2007

APPROVED:

~~DISAPPROVED:~~ NOVEMBER 8, 2007

CRAY NAGIN
MAYOR

RETURNED BY THE MAYOR ON NOVEMBER 9, 2007 AT 10:10 A.M.

PEGGY LEWIS
CLERK OF COUNCIL

ROLL CALL VOTE:

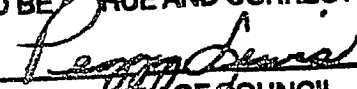
YEAS: Darnell, Fielkow, Head, Hedge-Morrell, Midura, Willard-Lewis - 6

NAYS: 0

ABSENT: Carter - 1

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THE FOREGOING IS CERTIFIED
TO BE A TRUE AND CORRECT COPY


CLERK OF COUNCIL

AMENDMENTS TO CALENDAR NO. 26748

CITY HALL: November 1, 2007


BY: COUNCILMEMBER MIDURA

SECONDED BY: COUNCILMEMBER

1. On page 18, after line 386 of Section 1, insert the following:

“Section 2. That Ordinance No. 22444 M.C.S is hereby rescinded.”

Appendix D

ACT No. 18

First Extraordinary Session, 2008

HOUSE BILL NO. 80

BY REPRESENTATIVES MORRELL, ABRAMSON, BALDONE, LEGER, LORUSSO,
AND PETERSON AND SENATOR SCALISE

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AN ACT

To enact Chapter 44 of Title 33 of the Louisiana Revised Statutes of 1950, to be comprised of R.S. 33:9611 through 9614, relative to certain local entities; to provide relative to certain powers of a local ethics entity, ethics review board, or office of inspector general in certain municipalities; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. Chapter 44 of Title 33 of the Louisiana Revised Statutes of 1950, comprised of R.S. 33:9611 through 9614, is hereby enacted to read as follows:

CHAPTER 44. ETHICS ADMINISTRATION; LOCAL ENTITIES

§9611. Application and purpose

A. This Chapter applies to municipalities that are governed by a home rule charter and that have a population in excess of two hundred fifty thousand persons according to the latest federal decennial census.

B. The proper operation of democratic government requires that elected officials and public employees be accountable for their actions, that governmental decisions are made in a transparent manner subject to complete ethical and operational review, that public office and employment serve the highest standards of honesty and competence, and that there be public confidence in the integrity of government. The purpose of this Chapter is to serve these objectives by empowering the applicable municipalities and public officials and employees thereof to implement and enforce vigorous ethical standards and codes of conduct, and to that end these provisions are to be liberally construed in support of the purposes for which this Chapter is enacted.

1 §9612. Local ethics entities

2 A municipality that is authorized by its home rule charter, by statute, or by
3 ordinance to create local ethics entities, including but not limited to an ethics review
4 board or office of inspector general, or both, may designate the local ethics entity,
5 ethics review board, or office of inspector general as a law enforcement agency and
6 may thereby confer upon the local ethics entity, ethics review board, or office of
7 inspector general all investigative powers and privileges appurtenant to a law
8 enforcement agency under state law, which shall include access to computer systems,
9 information maintained for the use of law enforcement personnel, and any
10 information contained in the criminal history record and identification file of the
11 Louisiana Bureau of Criminal Identification and Information.

12 §9613. Investigative powers

13 A.(1) A local ethics entity, ethics review board, or office of inspector general
14 may make investigations and examinations, within or outside of the state of
15 Louisiana as each deems necessary, in order to carry out the duties of its mandate
16 under law, and may gather evidence in any matter in any legally appropriate manner.

17 (2) In the performance of its duties, a local ethics entity, ethics review board,
18 or office of the inspector general may administer oaths and take the testimony of
19 those sworn.

20 (3) In the performance of its duties, a local ethics entity, ethics review board,
21 or office of the inspector general may compel the attendance of witnesses to be
22 deposed under oath or the production of public and private records by issuing a
23 subpoena. However, such a subpoena or subpoena duces tecum shall be issued only
24 upon approval of a judge of the district court of the parish in which a local ethics
25 entity, ethics review board, or office of inspector general is domiciled upon
26 application in writing by such entity, board, or office. The judge shall issue a written
27 decision within seventy-two hours after receipt of such application. Any subpoena
28 for production of private records shall be in compliance with all applicable
29 constitutionally established rights and processes. Any request for financial records
30 in the possession or under the control of a bank pursuant to this Chapter is subject

1 to and shall comply with the requirements and procedures of R.S. 6:333. The
2 subpoena may be served by certified mail, return receipt requested, at the addressee's
3 residence or business address, or by representatives appointed by the local ethics
4 entity, ethics review board, or office of inspector general, or may be directed for
5 service to the office of the municipal police. If a person refuses to obey a subpoena
6 issued by the local ethics entity, ethics review board, or office of inspector general,
7 the district court of the parish in which the local ethics entity, ethics review board,
8 or office of inspector general is domiciled may issue an order to the person requiring
9 the person to appear before the court to show cause why an order shall not be issued
10 ordering such person to obey the subpoena.

11 B. Any costs and attorney's fees incurred by the local ethics entity, ethics
12 review board, or office of inspector general may be taxed against the person who
13 failed or refused to comply with the terms of the subpoena.

14 C. When the local ethics entity, ethics review board, or office of inspector
15 general issuing the subpoena has reason to believe that a person may attempt to
16 conceal or destroy materials essential to an investigation, examination, audit,
17 inspection, or performance review, the local ethics entity, ethics review board, or
18 office of inspector general may apply by verified petition to the district court of the
19 parish in which the person resides or is found or has a principal place of business or
20 in which the materials may be found for an order protecting the materials from
21 concealment or destruction. The court may order and fix the amount of a bond to be
22 posted and conditioned upon compliance with the terms of the subpoena. The order
23 shall be directed to the person upon whom the subpoena will be served and to any
24 other person necessary to protect the materials from concealment or destruction.

25 D.(1) A local ethics entity, ethics review board, or office of inspector general
26 shall have the authority to examine, review, audit, inspect, and investigate the
27 records, books, reports, documents, papers, correspondence, accounts, audits,
28 inspections, reviews, recommendations, plans, films, tapes, pictures, computer hard
29 drives, software data, hardware data, e-mails, instant messages, text messages, and
30 any other data and material relevant to any matter under audit, investigation,

1 inspection, or performance review of all entities of municipal government or entities
2 receiving funds through or for the benefit of municipal government.

3 (2) For the purposes of this Section, these entities shall include but not be
4 limited to every municipal officer, employee, elected official, department, agency,
5 board, commission, public benefit corporation, quasi public agency or body,
6 contractor, subcontractor, licensee of the municipality, and every applicant for
7 certification of eligibility for a municipal contract or program.

8 (3) These entities shall also include all municipal governing authorities, all
9 districts, boards, and commissions created by municipal governing authorities either
10 independently or in conjunction with other units of government, and all
11 independently elected parish public officials whose offices receive funds from the
12 municipality.

13 E. For the purposes of this Section, a quasi public agency or body shall be
14 defined as:

15 (1) An organization, either not-for-profit or for profit, that is a component
16 unit of local government established to perform a public purpose, and created by the
17 state of Louisiana or any political subdivision or agency thereof or any special
18 district or authority operating within the municipality.

19 (2) An organization, either not-for-profit or for profit, that is a component
20 unit of a municipal reporting entity, as defined under generally accepted accounting
21 principles.

22 (3) An organization, either not-for-profit or for profit, created to perform a
23 public purpose and having one or more of the following characteristics:

24 (a) The governing body is elected by the general public.

25 (b) A majority of the governing body is appointed by or authorized to be
26 appointed by a governmental entity or individual governmental official as a part of
27 their official duties.

28 (c) The entity is the recipient of proceeds of an ad valorem tax or general
29 sales tax levied specifically for its operations.

1 ~~(d) The entity is able to directly issue debt, the interest on which is exempt~~
2 ~~from federal taxation.~~

3 ~~(e) The entity can be dissolved unilaterally by a governmental entity and its~~
4 ~~net assets assumed without compensation by that governmental entity.~~

5 ~~(4) Any not-for-profit organization operating within the municipality which~~
6 ~~receives or expends in excess of twenty-five thousand dollars in local assistance in~~
7 ~~any fiscal year. Assistance includes grants, loans, awards, transfer of property, and~~
8 ~~direct appropriations of local public funds.~~

9 ~~(5) Any organization, either not-for-profit or for profit, operating within the~~
10 ~~municipality which is subject to the open meetings law and derives a portion of its~~
11 ~~income from payments received from any municipal agency or body.~~

12 ~~F. Nothing in R.S. 42:61 et seq. shall be construed to prohibit local ethics~~
13 ~~entity attorneys, ethics review board attorneys, or office of inspector general~~
14 ~~attorneys from also holding the position of assistant United States attorney, assistant~~
15 ~~attorney general, or assistant district attorney when so designated for cooperative~~
16 ~~efforts in criminal prosecutions and without additional compensation.~~

17 ~~G. A local ethics entity, ethics review board, or office of inspector general~~
18 ~~may employ its own legal counsel. A local ethics entity or ethics review board may~~
19 ~~also employ, contract with, or accept the assistance of other legal counsel in the~~
20 ~~conduct of a civil or criminal case.~~

21 ~~§9614. Confidentiality of preliminary investigations~~

22 ~~A. A local ethics entity, including an ethics review board, shall maintain the~~
23 ~~confidentiality of records gathered and proceedings conducted during its preliminary~~
24 ~~investigation of any matters within its jurisdiction. The local ethics entity or ethics~~
25 ~~review board shall maintain the confidentiality of records submitted to any law~~
26 ~~enforcement or regulatory agency for further investigation or for criminal or civil~~
27 ~~prosecution until such investigation or prosecution has been completed or becomes~~
28 ~~inactive. If the local ethics entity decides to issue a report or to file charges after a~~
29 ~~preliminary investigation, all subsequent records and proceedings in connection with~~

1 ~~the matter are subject to public review and scrutiny, except as otherwise provided by~~
2 ~~law.~~

3 ~~B. Any material, records, data, and information compiled by an office of~~
4 ~~inspector general in an investigation, examination, audit, inspection, or performance~~
5 ~~review under this Chapter is confidential and not subject to R.S. 44:1 et seq., until~~
6 ~~the investigation, examination, audit, inspection, or performance review is complete.~~
7 ~~The investigation, examination, audit, inspection, or performance review is not~~
8 ~~deemed complete if the office of inspector general has submitted material, records,~~
9 ~~data, and information from or the results of such investigation, examination, audit,~~
10 ~~inspection, or performance review to any other law enforcement or regulatory agency~~
11 ~~for further investigation or for the filing of criminal or civil prosecution, and if such~~
12 ~~investigation or prosecution has not been completed or become inactive.~~

13 ~~C. Except for the completed reports, findings, advisories, letters, and~~
14 ~~recommendations of investigations, audits, inspections, performance reviews,~~
15 ~~qualitative assurance reviews, peer reviews, annual operating budgets, and annual~~
16 ~~office reports, the records prepared or obtained by the ethics entity, ethics review~~
17 ~~board, or office of inspector general shall be deemed confidential and protected from~~
18 ~~disclosure pursuant to R.S. 44:3 and 44:5. In order to maintain the confidentiality~~
19 ~~of such materials, the ethics entity, ethics review board, or office of inspector general~~
20 ~~may meet and make decisions in executive session. No privilege established by law~~
21 ~~shall be deemed waived on any record obtained by the ethics entity, ethics review~~
22 ~~board, or office of inspector general in connection with the performance of duties~~
23 ~~established by this Chapter. Any record or information obtained by the ethics entity,~~
24 ~~ethics review board, or office of inspector general which is confidential pursuant to~~
25 ~~any other provision of law shall remain confidential, and it shall be a misdemeanor~~
26 ~~punishable by a fine of not more than two thousand dollars or imprisonment for not~~

1 more than one year, or both, for the ethics entity, ethics review board, or office of
2 inspector general or any designated staff member or any other public official,
3 corporation, or individual to make public any such information or record.

SPEAKER OF THE HOUSE OF REPRESENTATIVES

PRESIDENT OF THE SENATE

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: _____

Appendix E

ORDINANCE
CITY OF NEW ORLEANS

CITY HALL: December 20, 2007

CALENDAR NO: 26,822

NO. _____ MAYOR COUNCIL SERIES

BY: COUNCILMEMBERS FIELKOW, CLARKSON, MORA, HEAD,
CARTER, HEDGE MORRELL AND WILLARD LEWIS (BY
REQUEST)

AN ORDINANCE to amend and reordain the pay plan for officers and employees in the unclassified service of the city of New Orleans in accordance with Sections 3-118 and 4-206 (g) of the Home Rule Charter of the City of New Orleans to establish new job classifications of first assistant inspector general for audit and review (U-0912) and first assistant inspector general for criminal investigations (U-0913) and to establish hiring rates for the new classifications; and otherwise to provide with respect thereto.

1 **SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS**
2 **HEREBY ORDAINS** that the unclassified pay plan for officers and employees
3 in the unclassified service of the city of New Orleans in accordance with
4 Sections 3-118 and 4-206 (g) of the Home Rule Charter of the city of New
5 Orleans is hereby amended and reordained in order to establish new job

6 Classifications of first assistant inspector general for audit and review (U-0912)
7 and first assistant inspector general for criminal investigations (U-0913) at a
8 hiring rate of grade 80, step 79 (\$131,468 per annum).

1 **SECTION 2.** This ordinance is to be effective as of January 1, 2008.

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS _____

PRESIDENT OF THE COUNCIL

DELIVERED TO THE MAYOR ON _____

APPROVED: _____
DISAPPROVED: _____

MAYOR

RETURNED BY THE MAYOR ON _____ **AT** _____

CLERK OF COUNCIL

YEAS:

NAYS:

ABSENT:

Appendix F



CIVIL SERVICE DEPARTMENT
CITY OF NEW ORLEANS

CITY CIVIL SERVICE COMMISSION

WILLIAM R. FORRESTER, JR., CHAIRMAN
BLAINE G. LECESNE, VICE CHAIRMAN
TERREL BROUSSARD
DANA M. DOUGLAS
JEROME D. DAVIS

C. RAY NAGIN
MAYOR

LISA M. HUDSON
DIRECTOR

October 26, 2007

Mr. Robert Cerasoli *c/o*
~~Office of the Inspector General~~
President's Office, Marquette Hall
Loyola University
6363 St. Charles Ave.
New Orleans, La. 70118

Dear Mr. Cerasoli:

The Department of City Civil Service, as the administrative arm of the Civil Service Commission for the City of New Orleans, is charged by the Louisiana Constitution of 1974, Article X, Section 1, et seq., with establishing job classifications and the pay for all positions within the classified service of the City of New Orleans, and with establishing unclassified positions not specifically provided for by Louisiana Constitution of 1974, Article X, Section 2.

On April 16, 2007, the Civil Service Commission, acting pursuant to Louisiana Constitution of 1974, Article X, Section 2, approved creation of the position of Inspector General as an unclassified position.

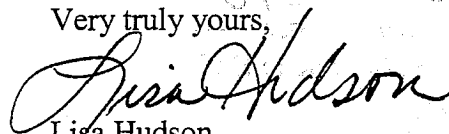
Pursuant to Chapter 2, Article XIII, Section 2-1120(15) of the Code of the City of New Orleans, Ordinance No. 828 M.C.S., creating the Office of Inspector General, the Inspector General is granted "the power to establish personnel procedure and to appoint, employ, contract, and remove such assistants, employees, consultants, and personnel including but not limited to legal counsel, as deemed necessary for the efficient and effective administration of the activities of the office subject to the requirements of civil service rules."

The classified pay plan of the City of New Orleans may already provide for job classifications that can be utilized in the staffing of your office. However, positions having job duties unique to the Office of Inspector General, and the pay rates applicable thereto, will have to be created by Commission action after consultation with and analysis by the Department of City Civil Service.



The Department of City Civil Service looks forward to meeting with you to discuss the staffing needs of the Office of Inspector General. Please feel free to call me if you have any questions regarding this matter, I can be reached at 658-3504.

Very truly yours,



Lisa Hudson
Personnel Director
Civil Service Department

cc: Kevin Wildes, S. J., PhD.

ORDINANCE
CITY OF NEW ORLEANS

CITY HALL: June 21, 2007

CALENDAR NO: 26.547

NO. 22732 MAYOR COUNCIL SERIES

BY: COUNCILMEMBER MIDURA (BY REQUEST)

AN ORDINANCE to amend and reordain the pay plan for officers and employees in the unclassified service of the city of New Orleans in accordance with Sections 3-118 and 4-206 (g) of the Home Rule Charter of the City of New Orleans to establish a new job classification of inspector general (U-0911) and to establish a hiring rate for the new classification; and otherwise to provide with respect thereto.

1 **SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS**
2 **HEREBY ORDAINS** that the unclassified pay plan for officers and employees
3 in the unclassified service of the city of New Orleans in accordance with
4 Sections 3-118 and 4-206 (g) of the Home Rule Charter of the city of New
5 Orleans is hereby amended and reordained in order to establish a new job

6 classification of inspector general (U-0911) at a hiring rate of grade 83, step 84
7 (\$150,718 per annum).

1 SECTION 2. This ordinance is to be effective as of July 1, 2007.

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS AUG 09 2007

ARNIE FIELKOW

PRESIDENT OF THE COUNCIL

DELIVERED TO THE MAYOR ON AUG 10 2007

APPROVED:

AUG 16 2007

C. RAY NAGIN

MAYOR

RETURNED BY THE MAYOR ON AUG 20 2007 AT 11 25 AM

PEGGY LEWIS

CLERK OF COUNCIL

YEAS: Carter, Fielkow, Head, Hedge-Morrell, Midura, Thomas,
Willard-Lewis - 7

NAYS: 0

ABSENT: 0

G:\Inhouse\LWINHSE\COUNCIL\2007\F. J. Madary Pay Plan, Inspector General - re classification of IG.doc

THE FOREGOING IS CERTIFIED
TO BE A TRUE AND CORRECT COPY

Peggy Lewis, CMC
CLERK OF COUNCIL

INSPECTOR GENERAL FORENSIC AUDITOR, CRIMINAL INVESTIGATOR and FORENSIC ENGINEER POSITIONS
APPLICANT INFORMATION

BEFORE YOU APPLY

READ THE FOLLOWING INFORMATION CAREFULLY

THE SCREENING PROCEDURE FOR INSPECTOR GENERAL FORENSIC AUDITOR, CRIMINAL INVESTIGATOR, and FORENSIC ENGINEER POSITIONS CONSISTS OF SEVEN (7) STEPS.

- (1) Application Process
- (2) Qualifying License, certification, training, and/or experience.
- (3) Office of Inspector General Initial Interview
- (4) Background Investigation
- (5) Substance Abuse Screening
- (6) Office of Inspector General (IG) Final Interview/Conditional Offer

After being conditionally offered employment by the Office of Inspector General, the applicant must successfully complete:

- (7) Psychological/Psychiatric Evaluation

YOU MUST:

- (1) Successfully complete all steps before you are eligible for appointment.
- (2) Be on time for each stage of the screening procedure.
- (3) Have your driver's license with you at all times. Candidates will be required to use their personal vehicles for work.

STEP #1 - APPLICATION AND DOCUMENTS - You may apply in Room 7W03, New Orleans City Hall, New Orleans, La. Each day of the week, Monday thru Friday from 9:00 a.m. thru 5:00 p.m., except holidays.

You must submit the following documents at the time of application:

- (1) Application Form
- (2) Personal History Form
- (3) Work History Form (if applicable)
- (4) Current Driver's License
- (5) Original college degree or official college transcript **WE DO NOT ACCEPT COPIES.**
- (6) Original certificate(s), i.e. CIG, CIGI, CIGA, CPA, CIA, CFE, or CGFM. Copies may be turned in with the application, however, original documents must be presented to the Civil Service Department before a candidate can be hired.

STEP #2 - QUALIFYING LICENSE, TRAINING, CERTIFICATION, AND/OR EXPERIENCE - Once it has been determined that you meet the minimum qualifications, your name will be placed on an eligible list.

STEP #3 - OFFICE OF INSPECTOR GENERAL INITIAL INTERVIEW OF CANDIDATES - You may then be scheduled for an initial interview. This interview may include completing a written interview form and a taped oral interview before a panel.

STEP #4 - BACKGROUND INVESTIGATION -

Applicants who pass the training and experience portion may be scheduled for a background investigation, including a polygraph, which will be conducted by the Office of Inspector General. All male applicants under age 27 must present their Federal Selective Service Card. When reporting for the background investigation, please wear business attire (e.g.; coat and tie, business suit).

In accordance with the Louisiana State Statute and for general application of the New Orleans Office of Inspector General Hiring Criteria, an adult is hereby defined as a person who has attained the age of seventeen years. A juvenile is hereby defined as a person who has not attained the age of seventeen years.

An applicant applying for a position with the Office of Inspector General shall be **AUTOMATICALLY DISQUALIFIED, IF AS AN ADULT, HE OR SHE HAS DONE ANY OF THE THINGS LISTED BELOW IN A THRU L. IF YOU FALL INTO ANY OF THE CATEGORIES LISTED IN A THRU L BELOW, DO NOT APPLY FOR THE FORENSIC AUDITOR, CRIMINAL INVESTIGATOR or FORENSIC ENGINEER POSITIONS .**

- a. Been convicted of, pled guilty or nolo contendere to any Felony.
- b. Been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against a person or sexual offenses.
- c. Been convicted of, plead guilty or nolo contendere to any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d. Refused to submit to a polygraph examination and/or voice stress examination.
- e. Been dishonorably discharged from any military service.
- f. Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- g. According to Louisiana RS 42:54 has by word of mouth or writing knowingly or willfully advocated, abetted, advised, or taught, the duty, necessity, desirability, or propriety, of overthrowing or destroying the government of the United States or of any state or of any political subdivision thereof, by force, violence, or any other unlawful means, or the adherence to the government of any foreign nation in the event of war between the United States and such foreign government.
- h. Used or possessed any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana.
- i. Used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis, or used it over a substantial period of time.
- j. Ever sold any illegal drug for profit.
- k. Used an illegal drug (no matter how many times or how long ago) while in a law enforcement, prosecutorial position, or position of public trust, or in a position which carries with it a high level of responsibility.
- l. An unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.

STEP #5 - A URINALYSIS TEST - A urinalysis test to screen for substance abuse will be given. Applicants may be sent for this test at any stage of the testing process. There will be no rescheduling of substance abuse screening.

STEP #6 - OFFICE OF INSPECTOR GENERAL FINAL INTERVIEW AND CONDITIONAL OFFER OF EMPLOYMENT -

When the Office Of Inspector General has authorized, budgeted, and vacant positions and after candidates have successfully completed Steps 1 through 5, the Office of Inspector General then conducts final interviews and makes conditional offers of employment. These offers are conditioned upon successful completion of the psychological evaluation. Civil Service then schedules the candidates for their psychological examinations.

STEP #7 - PSYCHOLOGICAL/PSYCHIATRIC EVALUATION - The psychological consists of personality tests. These tests, along with the findings of the background investigation, will be evaluated by a psychologist to determine fitness for the Inspector General Forensic Auditor, Criminal Investigator and Forensic Engineer positions. Some candidates may be referred to another psychiatrist or a psychologist for a personal interview to gain additional information. These evaluations are for the purpose of determining an applicants' suitability to perform the work of these positions and are not for the purpose of diagnosis or treatment. Being found unsuitable for this position does not imply mental instability.

CERTIFICATION FOR HIRE - When candidates who have a conditional offer of employment have successfully completed their psychological/psychiatric evaluation and when Civil Service has requisitions for these candidates, their names are certified to the Inspector General's Office.

Note: Candidates will be required to use their personal vehicles for work

Note: These positions require a one year probationary period.

Note: Applicants for these positions must be United States citizens.

If you have any questions, please call 658-3516.

CRIMINAL INVESTIGATOR I

I. Job Description

Persons to whom individual reports: Deputy Chief for Criminal Investigations, Chief for Criminal Investigations, Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Criminal Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Criminal Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Criminal Investigator develops, compiles, reviews, handles, and transports documents and evidence relative to investigations. The Criminal Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Criminal Investigator must give testimony before administrative hearings and in the courtroom when required.

Salary.....\$60,108.00

II. MAJOR DUTIES AND RESPONSIBILITIES

(1). BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs.

Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2). LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A). LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments. Expert knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups. Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts. Ability to lead and participate in multi-agency investigative teams. Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations and specific task forces based on knowledge of criminal activity in the area. As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters.

and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.
3. A Juris Doctorate degree from an accredited college or university.
4. One year of criminal justice or law enforcement experience.

OR

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. Certificate as a Certified Inspector General Investigator (CIGI) or Certified Fraud Examiner (CFE).
3. Three (3) years of experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level.
4. A valid driver's license must be presented at the time of

The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local,

application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts, and official certifications must be presented at the time of application.

Note: This position requires a one year probationary period.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No.

KIND OF EXAMINATION:

- a) A qualifying review of certification, training, experience, and license.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants for this position must be United States Citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
3. Experience in planning, directing, and conducting complex investigations.
4. Experience in writing investigative reports.
5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

CRIMINAL INVESTIGATOR II

I. Job Description

Persons to whom individual reports: Deputy Chief for Criminal Investigations, Chief for Criminal Investigations, Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Criminal Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Criminal Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Criminal Investigator develops, compiles, reviews, handles, and transports documents and evidence relative to investigations. The Criminal Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Criminal Investigator must give testimony before administrative hearings and in the courtroom when required.

Salary.....\$63,170.00

II. MAJOR DUTIES AND RESPONSIBILITIES

(1) .BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs.

Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2) .LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A) .LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments.

Knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups.

Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts.

Ability to lead and participate in multi-agency investigative teams.

Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations and specific task forces based on knowledge of criminal activity in the area.

As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters. The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local, and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Permanent status with the City of New Orleans as a Criminal Investigator I and one (1) year of experience in that classification.
2. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

A qualifying review of license and experience.

This is a non-competitive promotional examination in accordance with Civil Service Rule V, Section 8.1(c).

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-665

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
3. Experience in planning, directing, and conducting complex investigations.
4. Experience in writing investigative reports.
5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

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CRIMINAL INVESTIGATOR III

I. Job Description

Persons to whom individual reports: Deputy Chief for Criminal Investigations, Chief for Criminal Investigations, Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Criminal Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Criminal Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Criminal Investigator develops, compiles, reviews, handles, and transports documents and evidence relative to investigations. The Criminal Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Criminal Investigator must give testimony before administrative hearings and in the courtroom when required.

Salary.....\$66,388.00

II. MAJOR DUTIES AND RESPONSIBILITIES

(1). BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs.

Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2) LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A) LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments.

Knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups.

Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts.

Ability to lead and participate in multi-agency investigative teams.

Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations and specific task forces based on knowledge of criminal activity in the area.

As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters. The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local, and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Permanent status with the City of New Orleans as a Criminal Investigator II and one (1) year of experience in that classification.
2. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

A qualifying review of license and experience.

This is a non-competitive promotional examination in accordance with Civil Service Rule V, Section 8.1(c).

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
3. Experience in planning, directing, and conducting complex investigations.
4. Experience in writing investigative reports.
5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

CRIMINAL INVESTIGATOR IV

I. Job Description

Persons to whom individual reports: Deputy Chief for Criminal Investigations, Chief for Criminal Investigations, Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Criminal Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Criminal Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Criminal Investigator develops compiles, reviews, handles, and transports documents and evidence relative to investigations. The Criminal Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Criminal Investigator must give testimony before administrative hearings and in the courtroom when required.

Salary.....\$69,771.00

II. MAJOR DUTIES AND RESPONSIBILITIES

(1). BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs.

Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2). LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A). LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments.

Knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups.

Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts.

Ability to lead and participate in multi-agency investigative teams.

Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations and specific task forces based on knowledge of criminal activity in the area.

As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters. The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local, and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Permanent status with the City of New Orleans as a Criminal Investigator III and one (1) year of experience in that classification.
2. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

A qualifying review of license and experience.

This is a non-competitive promotional examination in accordance with Civil Service Rule V, Section 8.1(c).

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
3. Experience in planning, directing, and conducting complex investigations.
4. Experience in writing investigative reports.
5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

Assistant Chief Criminal Investigations

I. Job Description

Title: Assistant Chief for Criminal Investigations

Persons to whom individual reports: Chief for Criminal Investigations, Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Assistant Chief for Criminal Investigations (AC) plans and executes investigations under the direction of the Chief for Criminal Investigations (CCI) and Deputy Inspector General for Criminal Investigations (DCI) and may serve as team leader or lead investigator on specific investigations. The AC is responsible for planning, organizing, supervising projects, and case development activities. The AC works with senior management in other agencies to obtain detailed investigative information on agency activities through interviews, and document requests. The AC trains the investigators in criminal investigative techniques and interview methods as required. The AC provides supervision to investigators in team investigations and conducts special projects with other law enforcement agencies, and reviews special investigative projects within the OIG.

Salary.....\$73,325.00

II. MAJOR DUTIES AND RESPONSIBILITIES

(1). BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs.

Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2). LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A). LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for

input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments.

Knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups.

Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts.

Ability to lead and participate in multi-agency investigative teams.

Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations and specific task forces based on knowledge of criminal activity in the area. As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters. The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local, and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. A Master's degree, Juris Doctor or equivalent graduate degree in law, criminal justice, law enforcement, public administration or related field from an accredited college or university.
3. A certificate as Certified Inspector General Investigator (CIGI) or Certified Fraud Examiner (CFE).
4. Six (6) years experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level. Two (2) years of this experience must have been in a supervisory capacity.

5. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts and original certifications must be presented at the time of application.

Note: A special Assistant Chief of Criminal Investigations (Inspector General) Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, training, experience, and license.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants for this position must be United States citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate

how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
3. Experience in planning, directing, and conducting complex investigations.
4. Experience in writing investigative reports.
5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

Chief Criminal Investigations

I. Job Description

Title: Chief for Criminal Investigations

Number of positions with title: 1

Persons to whom individual reports: Deputy Inspector General for Criminal Investigations, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Chief for Criminal Investigations (CCI) assists the Deputy Inspector General for Criminal Investigations in developing long and short term objectives for the division. The CCI develops and implements investigative plans approved by the DCI, FACI, and IG and monitors these plans for their effectiveness. The CCI reviews ongoing cases, draft work projects and proposals and provides day-to-day supervision of investigators within the division. The DCI provides advice on investigative techniques, interviewing methods, and case development to investigators. The DCI continuously monitors the quality of work performed and actively participates in projects as appropriate. The DCI testifies as required in administrative and judicial proceedings.

Salary.....\$80,987.01

II. MAJOR DUTIES AND RESPONSIBILITIES

(1). BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs.

Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop

required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2). LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A). LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

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Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments.

Knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups.

Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts.

Ability to lead and participate in multi-agency investigative teams.

Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations

and specific task forces based on knowledge of criminal activity in the area. As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters. The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local, and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. A Master's degree, Juris Doctor or equivalent graduate degree in law, criminal justice, law enforcement, public administration or related field from an accredited college or university.
3. A certificate as Certified Inspector General Investigator (CIGI) or Certified Fraud Examiner (CFE).
4. Six (6) years experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level. Two (2) years of this experience must have been in a supervisory capacity.
5. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts and original certifications must be presented at the time of application.

Note: A special Chief of Criminal Investigations (Inspector General) Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, training, experience, and license.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants for this position must be United States citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981

Mandatory Professional and Technical qualifications
You must have:

- A. Demonstrated experience in planning, developing, directing, and leading a large, investigative program, involving complex and wide ranging programs and operations, which result in the successful prosecution of fraud, waste, abuse and illegal acts. Experience should

demonstrate an in depth knowledge of local, state, and Federal statutes, state and federal rules of evidence, and current court decisions related to fraud, waste, abuse, and illegal acts.

- B. Demonstrated experience in using management information systems, providing technical expertise on computer applications for investigations.
- C. Demonstrated broad management experience in planning, developing, administering, and directing a regional or headquarters investigative staff.
- D. Evidence of experience in designing and implementing administrative management. This shall include experience in budget formulation, allocation of human and material resources, personnel management, short and long range management planning, and implementing EEO principles.
- E. Demonstrated experience in directing a staff involved in the analysis and evaluation of legislation, rules and regulation to determine the impact on investigative programs and in the development of operational guidelines and policies.

APPROPRIATE TO 907

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

- 1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
- 2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
- 3. Experience in planning, directing, and conducting complex investigations.
- 4. Experience in writing investigative reports.
- 5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
- 6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
- 7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable,

and to elicit facts during interviews of subjects and witnesses.

8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

Deputy Inspector General, Criminal Investigations

I. Job Description

Title: Deputy Inspector General for Criminal Investigations

Persons to whom individual reports: First Assistant Inspector General for Criminal Investigations, Inspector General

Duties and responsibilities: The Deputy Inspector General for Criminal Investigations (DCI) has principal responsibility for advising the First Assistant Inspector General for Criminal Investigations (FACI) and the IG on issues related to the OIG mandate to prevent and detect fraud, waste, abuse, and illegal acts. The DCI advised the FACI regarding major policy decisions in conducting all criminal, disciplinary, ethical and financial investigations. The DCI has principal responsibility for developing criminal investigations concerning the fraud, waste and abuse in the expenditure of public funds. The DCI assists in setting the OIG agenda as it relates to detection activities of the Criminal Investigations Division, and developing long and short term objectives consistent with OIG goals. The DCI implements plans approved by the FACI and IG, monitors their effectiveness, and adapts them to changing opportunities and obstacles. The DCI assigns cases within the division and approves case development plans. The DCI approves initial requests for subpoenas and summonses for documents and witnesses, reviews draft work products, and assures the quality of the work performed. The DCI assists the FACI in coordinating activities of the Criminal Investigations Division with other divisions within the OIG and law enforcement agencies. The DCI testifies as required in administrative and judicial proceedings and advises the FACI on training and resources needed by the division staff to ensure their effectiveness.

Salary.....\$90,567.00

II. MAJOR DUTIES AND RESPONSIBILITIES

(1). BROAD, COMPLEX WHITE COLLAR FRAUD INVESTIGATIONS 25% OR MORE

(A.) BROAD, COMPLEX INVESTIGATIONS

Plans, directs, and executes investigations of City of New Orleans and Orleans Parish programs and activities--both within and outside the City. Investigations are broad in scope and involve complex issues and are characterized by at least four of the following six elements:

Involve investigations that are of major local, regional, inter-regional or national coverage.

Subject(s) of case are involved in legal or illegal organizations or operations that are very complex in structure and that have diversified interests.

Multiple cases grow out of one investigative matter.

Interrelationship of fact and evidence is extremely difficult to establish.

Assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into City, State or Federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions.

Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Analyzes and uses leads generated by other law enforcement agencies or other city, state or federal investigative agencies. Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to these offices on investigation background, evidence, and findings to date; as well as on program and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and other parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

(2). LESS COMPLEX CASES AND COLLATERAL DUTIES 75% OR LESS

(A). LESS COMPLEX CASES

Plans, directs, and executes investigations of diverse cases, programs, and activities--both within and outside the OIG. Tasks required include:

Where possible, reviews legislation, reports, and other background information and holds discussions with program personnel in order to become familiar with program requirements and operations; determine any potential problems; develop required connections to offices, organizations, and program personnel; and identify preliminary scope and course of investigation.

Develops the investigative strategy/plan. Throughout the course of the investigation, modifies the plan by changing and/or adding areas of emphasis and devising new approaches as required to meet unanticipated developments or complications. As new cases grow out of the original investigation, incorporates them into the overall plan.

When investigations involve other team members, makes assignments of portions of the investigation to members of the team. Determines need for input/assistance from other law enforcement agencies, including Federal, State, and local law enforcement groups and other inspectors general offices. Directs and/or incorporates work and findings of these other agencies.

Conducts and directs investigation. Determines what information is required to review, and when and how to obtain information. Develops and/or modifies methods to ensure thorough and accurate investigation. Examines records, books, payrolls, reports, correspondence, and other data related to transactions, actions, or allegations under investigation. Develops and works with informants. Determines need for surveillance and/or undercover work and devises strategies, including coordinating with other jurisdictions for personnel resources and technical support. Determines the need for, justifies, obtains, and executes search warrants and serves subpoenas. Verifies and corroborates all information obtained, presented, or alleged to establish accuracy and authenticity of facts and/or evidence.

Works closely with District Attorneys, Attorneys General, and U.S. Attorneys in investigating complex cases involving intricate conspiracies, kickbacks, and embezzlements of public funds. Provides expert input to District Attorneys, Attorneys General, U.S. Attorneys on investigation background, evidence, and findings to date; as well as on programs and operational laws, policies, and requirements. Provides advice on prosecution strategies. Assists in location of defendants and witnesses. Serves as a witness for cases that go to trial. Provides input on negotiations between District Attorney, Attorney General, and U.S. Attorney and involved parties.

Determines when all necessary investigative work has been completed and when further investigative work would be unproductive. Develops reports of findings that include recommendations for improvements to program operations.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of approaches and techniques of criminal investigation as well as criminal/administrative procedures, State and Federal Rules of Criminal Procedure, rules of evidence, search and seizure, constitutional rights, and methods and patterns of criminal operations in order to conduct very broad and complex investigative assignments.

Knowledge of Office of Inspector General operations.

Expert knowledge of jurisdiction, methods, and operations of other law enforcement agencies, including Federal, State, and local, in order to determine when assistance/input is necessary and/or would be helpful and how to plan investigations involving personnel from these other groups.

Knowledge of requirements, methods, and policies associated with crime-fighting initiatives in order to develop strategies for and manage associated task forces and operations.

Ability to develop strategies for and implement investigations of fraud, waste, abuse, and illegal acts.

Ability to lead and participate in multi-agency investigative teams.

Ability to communicate effectively, both orally and in writing, especially in dealing with top OIG officials to provide information on findings; in dealing with parties who are hostile or who take strong views that are inconsistent with findings; and in providing information to appointed and elected members of governmental organizations in hearings or, in less formal settings, to their staffs.

2. SUPERVISORY CONTROLS

For some investigative assignments, the supervisor makes broad assignments, providing background on objectives, resources available, priorities, and deadlines. Often, though, the criminal investigator recommends investigations and specific task forces based on knowledge of criminal activity in the area. As the assignment progresses the criminal investigator recommends modifications to the scope of the effort by identifying priority items, new cases that come out of the original investigation, the need for more or fewer resources, and the advisability of concentrating resources in certain problem areas. The supervisor is kept informed of potentially controversial matters. The criminal investigator plans and carries out the assignment, resolves most conflicts that arise, assigns work to team members, and coordinates overall efforts with the appropriate organizational entities. Completed work is reviewed for effectiveness in finding problems, developing recommendations, and presenting conclusions.

3. GUIDELINES

For most investigations, the criminal investigator must develop his/her own guidelines, as work involves broad, complex, and unprecedented investigations and operations. The criminal investigator must work from broadly stated goals and must develop an investigatory plan based on background that is sketchy or simply not available. The plan developed is a model for performing subsequent investigations of similar scope.

4. COMPLEXITY

For at least 25% of the time, the investigator handles the most complex, sensitive criminal investigations. The work consists of extensive and intense research, developing informants, performing undercover work, executing search warrants, serving subpoenas, and providing expertise to the U.S. Attorney, Attorney General, or District Attorney on strategies for prosecution.

Investigations cover program operations carried out by a large number and variety of organizational entities--both internal to the OIG and external, such as local, state, and federal authorities having different functional responsibilities. Work presents difficulties in planning, coordinating and conducting investigations, evaluating facts, and presenting results.

The absence of complete data and supporting documentation requires that inferences be drawn and extended from the existing data. Typically, data is gathered by sifting through very large amounts of information. Formulating strategies for investigation and prosecution requires the investigator to make decisions and draw conclusions on a considerable range of program activities and conditions.

5. SCOPE AND EFFECT

The work consists of planning and conducting investigations that are primarily criminal in nature, complex, diverse, and may be local, regional, interregional, or nationwide. Investigations include fraud and violations of local, state and Federal criminal law within the jurisdiction of the OIG as well as all other Federal law enforcement entities. Typical violations involve bribery, kickbacks, forgery, embezzlement, extortion, money laundering, and false statements.

Many investigations cover subject(s) that are involved in legal or illegal organizations or operations that are very complex in structure and that have

diversified interests. Typically, many different cases grow out of one investigative matter; interrelationship of fact and evidence is extremely difficult to establish; and assignments involve matters of extreme sensitivity, such as suspected criminal activity that reaches into local, state or federal affairs. Planning the investigation is extremely difficult because there are problems involving other jurisdictions. This requires the incumbent to exercise resourcefulness, versatility, tact, sound judgment; and to utilize the best investigative skills and techniques.

The findings and recommendations lead to improvements in programs operating in a city, parish, state or federal government.

6. PERSONAL CONTACTS

Contacts are with managers and program administrators having functional responsibility for the program under review and with subject matter specialists within the OIG, as well as with managers and employees performing work in the program being investigated. Contacts are also with state, local, and federal officials; individuals under investigation and their representatives, including attorneys, individuals charged with or suspected of crimes, officials from other law enforcement jurisdictions, and the District Attorney, Attorney General, or U.S. Attorney and his/her representatives.

7. PURPOSE OF CONTACTS

Contacts are to plan and conduct investigations that are broad in scope, sensitive, and complex in nature. Contacts involve personal interviews, soliciting/maintaining informants, interrogations, undercover work, surveillance, serving search warrants and subpoenas. The investigator must also provide expertise to other law enforcement jurisdictions, District Attorneys, Attorneys General, and U.S. Attorneys and their representatives.

Contacts are often contentious and involve a very high degree of stress as often individuals contacted are not cooperative and/or aggressive/dangerous.

8. PHYSICAL DEMANDS

The work requires strenuous physical exertion, such as long periods of standing, walking, running; operating vehicles in dangerous situations; serving subpoenas and search warrants.

9. WORK ENVIRONMENT

The work involves high risks with exposure to a wide variety of potentially dangerous situations. The criminal investigator may also have to work long and irregular hours, on weekends, and at night and frequently works outside the office as in doing investigations, undercover, and surveillance.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. A Master's degree, Juris Doctor or equivalent graduate degree in law, criminal justice, law enforcement, public administration or related field from an accredited college or university.
3. A certificate as Certified Inspector General Investigator (CIGI) or Certified Fraud Examiner (CFE).

4. Six (6) years experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level. Two (2) years of this experience must have been in a supervisory capacity.
5. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts and original certifications must be presented at the time of application.

Note: A special Chief of Criminal Investigations (Inspector General) Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, training, experience, and license.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants for this position must be United States citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981

Mandatory Professional and Technical qualifications

You must have:

- A. Demonstrated experience in planning, developing, directing, and leading a large, investigative program, involving complex and wide ranging programs and operations, which result in the successful prosecution of fraud, waste, abuse and illegal acts. Experience should demonstrate an in depth knowledge of local, state, and Federal statutes, state and federal rules of evidence, and current court decisions related to fraud, waste, abuse, and illegal acts.
- B. Demonstrated experience in using management information systems, providing technical expertise on computer applications for investigations.
- C. Demonstrated broad management experience in planning, developing, administering, and directing a regional or headquarters investigative staff.
- D. Evidence of experience in designing and implementing administrative management. This shall include experience in budget formulation, allocation of human and material resources, personnel management, short and long range management planning, and implementing EEO principles.
- E. Demonstrated experience in directing a staff involved in the analysis and evaluation of legislation, rules and regulation to determine the impact on investigative programs and in the development of operational guidelines and policies.
- F. Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. The ability to establish an organizational vision and to implement it in a continuously evolving environment.
- G. Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. The ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- H. Demonstrated ability to meet organizational goals and customer expectations. The ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- I. Demonstrated ability to manage human, financial, and information resources strategically.
- J. Demonstrated ability to build coalitions internally and with other local, state and federal agencies to achieve common goals.
- K. Training and awards which indicate potential success in this position.

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of investigative techniques, laws of evidence, rules of criminal procedure, court decisions and skill in interpreting and applying them when conducting investigations.
2. Demonstrated experience in conducting interviews and/or interrogations of subjects and witnesses in investigations.
3. Experience in planning, directing, and conducting complex investigations.
4. Experience in writing investigative reports.
5. Experience serving as a criminal investigator, investigating fraud, waste, abuse and illegal acts.
6. Demonstrated ability to understand, interpret, and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.
7. Demonstrated ability to express oneself orally in a manner that is clear, concise, and understandable, and to elicit facts during interviews of subjects and witnesses.
8. Demonstrated ability to write clear, concise, and convincing reports.
9. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
10. Ability to work independently under tight deadlines, and intense pressure.
11. Experience in conflict management, leveraging diversity, developing others, and team building.
12. Demonstrations of accountability, customer service, decisiveness, entrepreneurship, and problem solving.
13. Experience in financial management, human capital management, and technology management.
14. Experience in partnering with other agencies and coalition building.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a

certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

OFFICIAL CLASS TITLE

ENTRANCE SALARY:

Forensic Auditor I

60,108.00 per annum

FINAL DATE FOR FILING APPLICATIONS:

Open until filled

KIND OF WORK:

The Auditor plans, manages, and executes audits and reviews of projects and programs involving the expenditure of public funds. The Auditor will carry out audits, and audit related activities under the guidelines of Generally Accepted Government Auditing Standards (GAGAS). The Auditors activities shall include examining and evaluating the adequacy and effectiveness of internal controls; reviewing and appraising the soundness of controls and the reliability and integrity of financial, managerial, and operating data; ascertaining compliance with policies and procedures; ascertaining compliance with contractual provision; evaluating asset safeguards and accountability; evaluating the economy and efficiency with which resources are employed; reviewing operations and programs to assess whether they are operating according to law; providing targeted forensic accounting in assistance to parallel OIG investigations, inspections, and performance reviews; performance auditing and measurement to determine efficiency, effectiveness, and productivity of government programs; and the recommendation of new systems to enhance and maximize performance. The Auditor also develops plans for carrying out analysis; compiles, handles, transports, and reviews documents and organizes data needed to carry out plans; evaluates and interprets data; drafts work papers, summaries, memoranda, letters, and final reports. The Auditor may provide technical assistance to public officials with supervisory approval, and participate in the reviewing of legislation, ordinances, charter amendments, and draft policy positions on such proposed changes. The Auditor assists in the preparation of manuals, guidelines, policies and procedures, and rules and regulations to assist appropriate public agencies.

II. MAJOR DUTIES

Determines the best methodology to analyze the financial and record keeping evidence. Researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine the criteria that applies to each case. Coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate

documents, appraisals, contracts, record keeping, financial institution and other related financial records. Participates in secured searches, and prepares and serves subpoenas as required. Reconstructs partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. Analyzes manual, as well as, computerized books and records. Obtains evidence through the interview of a large number of witnesses. Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads. Performs detailed analysis of accounting and business records. Applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts. Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented. Maintains highly sensitive and complex investigative matters in confidence. Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact and the overall scope of the case. Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be local or state in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial transactions investigated by the OIG. Prepares financial and data analysis results in manner required by the criminal investigators to document the case. Presents the financial and data analysis results to the criminal investigators, First Assistant IG for Legal Affairs, General Counsel, District Attorneys, Attorneys General, U.S. Attorneys, and OIG management. This includes complex flowcharts, financial statements and software overviews to enhance case presentation. Provides testimony as a summary or expert witness on the results of financial and data analysis during civil and criminal trials and other administrative proceedings.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of the principles, concepts, theories, techniques, and practices of modern day accounting and auditing necessary to conduct very broad investigative audit assignments requiring an integrated analysis of a large number and variety of different operational programs and accounting systems.

Knowledge of various databases and spreadsheet software programs that are used in the analysis of information by the forensic auditor, including software programs and data obtained as evidence. Knowledge of approaches and techniques of criminal investigations as well criminal and/or administrative procedures, state and Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, Constitutional Rights, and methods and patterns of criminal operations in order to conduct complex investigative assignments. Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to systematically review, analyze, evaluate, and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation. Skill at problem definition; planning and coordinating assignments; analyzing a wide variety of accounting systems; and, reconstructing partial or inadequate records. Knowledge of a variety of local, state, and federal programs in order to determine how to proceed in collecting background data and planning investigative audits. Ability to communicate effectively, both orally and in writing, especially in dealing with top government officials to provide information on findings and/or evidence, in dealing with parties who are hostile or who take strong views that are inconsistent with investigative audit findings and/or evidence, and in dealing when communicating. Ability to determine the sensitive nature of evidence and make sound judgments when communicating with the various criminal investigators, District Attorneys, Attorneys General, and US Attorneys. Inter-relational knowledge of financial institutions, and governmental, industrial, and/or commercial organizations. Ability to adapt investigative audit practices and techniques in order to acquire and organize complex financial data covering a variety of different work processes and functions.

2. SUPERVISORY CONTROLS

The Chief of Audit and Review assigns work in terms of overall objectives and resources available. The Forensic Auditor develops reasonable timeframes, audit stages, and investigative approaches and independently plans and carries out assignments. Directs others as required, resolves technical accounting problems and conflicts that arise during the investigation, and interprets accounting policy on own initiative. The forensic auditor keeps the superiors, legal staff, and others informed of progress and controversial matters that arise and their impact on the overall scope of the case. In addition, he or she presents case reviews at specific periods throughout the year. Completed work is reviewed by the superiors for soundness of overall approach, effectiveness in meeting requirements, and the value of recommendations.

3. GUIDELINES

Guidelines consist of the audit manual, the Green Book, the Yellow Book, policies and procedures, professional accounting and auditing standards as

published by the Comptroller General and other professional organizations, the OIG Manual, and policies issued by the Criminal Investigations. The guidelines provide a general framework for principles pertaining to the investigative audit and/or accounting assignments. The forensic auditor must work from broadly stated goals and must develop an investigative audit plan based on background that is sketchy or simply not available. The investigative audit plan developed may serve as a model for performing subsequent investigative audits of similar scope. The forensic auditor uses considerable judgment in determining which methodology to apply to each case.

4. COMPLEXITY

The work assignments involve detailed reconstruction and reconciliation of information through third parties and the examination of accounting and financial records potentially resulting in criminal or civil legal action. The forensic auditor must use initiative and resourcefulness to develop new methods and techniques for acquiring information, analyzing data, developing solutions or criteria, and presenting findings/evidence. The work also includes extensive problem definition and research of a variety of government programs and recipients. In conducting investigations, the forensic auditor functions as the designated authority with regard to the accounting and auditing aspects of the case. Advises lead attorney on a variety of technical matters that include interpretation of data, and identification of significant accounting findings/evidence. Recommendations are complicated by the extreme diversity of government programs and operations involved in cases assigned, by a variety of related accounting and control systems under review, and by the complexity of the fraud schemes being investigated.

5. SCOPE AND EFFECT

The purpose of the work is to detect fraud, waste, abuse, and illegal acts and to provide expert advice to criminal investigators, legal staff, or other law enforcement officials on the interpretation of accounting and auditing regulations and their application to the investigative assignments. The work also entails assessing the efficiency of fraud controls of government programs or as administered by a major department of a state, city, or parish. Problems in administering the program and in coordination and conducting investigative audits are compounded by the variety of work processes performed by numerous employees in a number of functionally discrete organizations. The findings and/or evidence usually result in prosecution, conviction, recovery of property, and/or recovery of funds and serves as a deterrent for future criminal violations. The recommendations may influence changes in laws, rules and regulations, and in the administration of various government programs.

6. PERSONAL CONTACTS

Contacts are with government officials, heads of other Federal agencies, Federal, state, and local law enforcement agencies, OIG Legal Counsel,

District Attorneys, Attorneys General, and U.S. Attorneys, co-workers, informants, executives, professionals, and the general public. Typical contacts may also include officials, representatives, lawyers and accountants of firms, organizations, and individuals under investigation.

7. PURPOSE OF CONTACTS

The purpose of contacts is to provide expert advice and to obtain critical, controversial, and significant information relating to the matter under investigation. Representatives of individuals and firms under investigation may be reluctant to provide necessary information or to agree on proposed accounting methodology for establishing a legal claim by the OIG. Often, contacts are with other professional accountants and auditors with strongly opposing views and interests.

8. PHYSICAL DEMANDS

Work is mainly sedentary in nature but does require light lifting of boxed evidence. Work also requires movement within various sites where evidence is located. Frequent short-term or extended local, regional or nationwide travel may be required. Performance of these duties may require substantial amounts of irregular, unscheduled overtime work, which cannot be controlled administratively. The incumbent is responsible for recognizing, without supervision, circumstances that require remaining on duty.

9. WORK ENVIRONMENT

Work is normally performed in an office type setting; however, work can be at various sites within the Region and at government agency offices, warehouses and record storage facilities.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting or a bachelor's degree in another field with at least twenty-four (24) hours of accounting, which may include up to six (6) hours in business law from an accredited college or university.
2. A certificate as a Certified Public Accountant (CPA) or a Certified Internal Auditor (CIA).
3. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

OR

1. A Bachelor's Degree in accounting or a bachelor's degree in another field with at least twenty-four (24) hours of accounting, which may

include up to six (6) hours in business law from an accredited college or university.

2. Three (3) years of accounting or auditing experience participating in financial related audit assignments and assisting in documenting results of analyses in accordance with Generally Accepted Government Auditing Standards (GAGAS).
3. Certification as a Certified Inspector General Auditor (CIGA), Certified Fraud Examiner (CFE) or Certified Government Financial Manager (CGFM).
4. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts and official certifications must be presented at the time of application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, training, experience, and license.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants must be United States citizens.

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You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of Generally Accepted Governmental Auditing Standards (GAGAS), audit procedures, analytical and evaluative techniques to conduct a variety of audits, which are of a procedural or factual nature.
2. Ability to gather and analyze financial information and reach conclusions in performing audit work.
3. Ability to prepare written reports, audit working papers, and correspondence that addresses complex matters.
4. Ability to communicate your written work orally and presenting it in a public forum.
5. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
6. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

If you are included in any of the categories listed below, do not apply for this position.

An applicant applying for this position shall be automatically disqualified, if as an adult he or she has:

- a. Been convicted of, pled guilty or nolo contendere to any Felony.
- b. Been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against person or sexual offenses.
- c. Been convicted of, plead guilty or nolo contendere to any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d. Refused to submit to a polygraph examination and/or voice stress examination.
- e. Been dishonorably discharged from any military service.
- f. Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- g. According to Louisiana RS 42:54 has by word of mouth or writing knowingly or willfully advocated, abetted, advised, or taught, the duty, necessity, desirability, or propriety, of overthrowing or destroying the government of the United States or of any state or of any political subdivision thereof, by force, violence, or any other unlawful means, or the adherence to the government of any foreign nation in the event of war between the United States and such foreign government.
- h. Used or possessed any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana.
- i. Used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis, or used it over a substantial period of time.
- j. Ever sold any illegal drug for profit.
- k. Used an illegal drug (no matter how many times or how long ago) while in a law enforcement, prosecutorial position, or position of public trust, or in a position which carries with it a high level of responsibility.
- l. An unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.

OFFICIAL CLASS TITLE

ENTRANCE SALARY:

Forensic Auditor II

63,170.00 per annum

FINAL DATE FOR FILING APPLICATIONS

Open until filled

KIND OF WORK:

The Auditor plans, manages, and executes audits and reviews of projects and programs involving the expenditure of public funds. The Auditor will carry out audits, and audit related activities under the guidelines of Generally Accepted Government Auditing Standards (GAGAS). The Auditor's activities shall include examining and evaluating the adequacy and effectiveness of internal controls; reviewing and appraising the soundness of controls and the reliability and integrity of financial, managerial, and operating data; ascertaining compliance with policies and procedures; ascertaining compliance with contractual provision; evaluating asset safeguards and accountability; evaluating the economy and efficiency with which resources are employed; reviewing operations and programs to assess whether they are operating according to law; providing targeted forensic accounting in assistance to parallel OIG investigations, inspections, and performance reviews; performance auditing and measurement to determine efficiency, effectiveness, and productivity of government programs; and the recommendation of new systems to enhance and maximize performance. The Auditor also develops plans for carrying out analysis; compiles, handles, transports, and reviews documents and organizes data needed to carry out plans; evaluates and interprets data; drafts work papers, summaries, memoranda, letters, and final reports. The Auditor may provide technical assistance to public officials with supervisory approval, and participate in the reviewing of legislation, ordinances, charter amendments, and draft policy positions on such proposed changes. The Auditor assists in the preparation of manuals, guidelines, policies and procedures, and rules and regulations to assist appropriate public agencies.

II. MAJOR DUTIES

Determines the best methodology to analyze the financial and record keeping evidence. Researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine the criteria that applies to each case. Coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate

documents, appraisals, contracts, record keeping, financial institution and other related financial records. Participates in secured searches, and prepares and serves subpoenas as required. Reconstructs partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. Analyzes manual, as well as, computerized books and records. Obtains evidence through the interview of a large number of witnesses. Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads. Performs detailed analysis of accounting and business records. Applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts. Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented. Maintains highly sensitive and complex investigative matters in confidence. Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact and the overall scope of the case. Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be local or state in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial transactions investigated by the OIG. Prepares financial and data analysis results in manner required by the criminal investigators to document the case. Presents the financial and data analysis results to the criminal investigators, First Assistant IG for Legal Affairs, General Counsel, District Attorneys, Attorneys General, U.S. Attorneys, and OIG management. This includes complex flowcharts, financial statements and software overviews to enhance case presentation. Provides testimony as a summary or expert witness on the results of financial and data analysis during civil and criminal trials and other administrative proceedings.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of the principles, concepts, theories, techniques, and practices of modern day accounting and auditing necessary to conduct very broad investigative audit assignments requiring an integrated analysis of a large number and variety of different operational programs and accounting systems.

Knowledge of various databases and spreadsheet software programs that are used in the analysis of information by the forensic auditor, including software programs and data obtained as evidence. Knowledge of approaches and techniques of criminal investigations as well criminal and/or administrative procedures, state and Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, Constitutional Rights, and methods and patterns of criminal operations in order to conduct complex investigative assignments. Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to systematically review, analyze, evaluate, and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation. Skill at problem definition; planning and coordinating assignments; analyzing a wide variety of accounting systems; and, reconstructing partial or inadequate records. Knowledge of a variety of local, state, and federal programs in order to determine how to proceed in collecting background data and planning investigative audits. Ability to communicate effectively, both orally and in writing, especially in dealing with top government officials to provide information on findings and/or evidence, in dealing with parties who are hostile or who take strong views that are inconsistent with investigative audit findings and/or evidence, and in dealing when communicating. Ability to determine the sensitive nature of evidence and make sound judgments when communicating with the various criminal investigators, District Attorneys, Attorneys General, and US Attorneys. Inter-relational knowledge of financial institutions, and governmental, industrial, and/or commercial organizations. Ability to adapt investigative audit practices and techniques in order to acquire and organize complex financial data covering a variety of different work processes and functions.

2. SUPERVISORY CONTROLS

The Chief of Audit and Review assigns work in terms of overall objectives and resources available. The Forensic Auditor develops reasonable timeframes, audit stages, and investigative approaches and independently plans and carries out assignments. Directs others as required, resolves technical accounting problems and conflicts that arise during the investigation, and interprets accounting policy on own initiative. The forensic auditor keeps the superiors, legal staff, and others informed of progress and controversial matters that arise and their impact on the overall scope of the case. In addition, he or she presents case reviews at specific periods throughout the year. Completed work is reviewed by the superiors for soundness of overall approach, effectiveness in meeting requirements, and the value of recommendations.

3. GUIDELINES

Guidelines consist of the audit manual, the Green Book, the Yellow Book, policies and procedures, professional accounting and auditing standards as

published by the Comptroller General and other professional organizations, the OIG Manual, and policies issued by the Criminal Investigations. The guidelines provide a general framework for principles pertaining to the investigative audit and/or accounting assignments. The forensic auditor must work from broadly stated goals and must develop an investigative audit plan based on background that is sketchy or simply not available. The investigative audit plan developed may serve as a model for performing subsequent investigative audits of similar scope. The forensic auditor uses considerable judgment in determining which methodology to apply to each case.

4. COMPLEXITY

The work assignments involve detailed reconstruction and reconciliation of information through third parties and the examination of accounting and financial records potentially resulting in criminal or civil legal action. The forensic auditor must use initiative and resourcefulness to develop new methods and techniques for acquiring information, analyzing data, developing solutions or criteria, and presenting findings/evidence. The work also includes extensive problem definition and research of a variety of government programs and recipients. In conducting investigations, the forensic auditor functions as the designated authority with regard to the accounting and auditing aspects of the case. Advises lead attorney on a variety of technical matters that include interpretation of data, and identification of significant accounting findings/evidence. Recommendations are complicated by the extreme diversity of government programs and operations involved in cases assigned, by a variety of related accounting and control systems under review, and by the complexity of the fraud schemes being investigated.

5. SCOPE AND EFFECT

The purpose of the work is to detect fraud, waste, abuse, and illegal acts and to provide expert advice to criminal investigators, legal staff, or other law enforcement officials on the interpretation of accounting and auditing regulations and their application to the investigative assignments. The work also entails assessing the efficiency of fraud controls of government programs or as administered by a major department of a state, city, or parish. Problems in administering the program and in coordination and conducting investigative audits are compounded by the variety of work processes performed by numerous employees in a number of functionally discrete organizations. The findings and/or evidence usually result in prosecution, conviction, recovery of property, and/or recovery of funds and serves as a deterrent for future criminal violations. The recommendations may influence changes in laws, rules and regulations, and in the administration of various government programs.

6. PERSONAL CONTACTS

Contacts are with government officials, heads of other Federal agencies, Federal, state, and local law enforcement agencies, OIG Legal Counsel,

District Attorneys, Attorneys General, and U.S. Attorneys, co-workers, informants, executives, professionals, and the general public. Typical contacts may also include officials, representatives, lawyers and accountants of firms, organizations, and individuals under investigation.

7. PURPOSE OF CONTACTS

The purpose of contacts is to provide expert advice and to obtain critical, controversial, and significant information relating to the matter under investigation. Representatives of individuals and firms under investigation may be reluctant to provide necessary information or to agree on proposed accounting methodology for establishing a legal claim by the OIG. Often, contacts are with other professional accountants and auditors with strongly opposing views and interests.

8. PHYSICAL DEMANDS

Work is mainly sedentary in nature but does require light lifting of boxed evidence. Work also requires movement within various sites where evidence is located. Frequent short-term or extended local, regional or nationwide travel may be required. Performance of these duties may require substantial amounts of irregular, unscheduled overtime work, which cannot be controlled administratively. The incumbent is responsible for recognizing, without supervision, circumstances that require remaining on duty.

9. WORK ENVIRONMENT

Work is normally performed in an office type setting; however, work can be at various sites within the Region and at government agency offices, warehouses and record storage facilities.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting or a bachelor's degree in another field with at least twenty-four (24) semester hours of accounting, which may include up to six (6) hours in business law from an accredited college or university.
2. A Master's Degree in accounting or a related equivalent graduate degree from an accredited college or university.
3. A certificate as a Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), or Certified Inspector General Auditor (CIGA), or Certified Fraud Examiner (CFE) or Certified Government Financial Manager (CGFM).
4. Six (6) years of accounting or auditing experience participating in

financial related audit assignments and assisting in documenting results of analyses in accordance with Generally Accepted Government Auditing Standards (GAGAS). Two (2) years of this experience must have been in a supervisory capacity.

5. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts and official certifications must be presented at the time of application.

Note: A special Assistant Chief of Audit and Review (Inspector General) Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, license, training, and experience.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants must be United States Citizens.

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You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of

people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of Generally Accepted Governmental Auditing Standards (GAGAS), audit procedures, analytical and evaluative techniques to conduct a variety of audits, which are of a procedural or factual nature.
2. Ability to gather and analyze financial information and reach conclusions in performing audit work.
3. Ability to prepare written reports, audit working papers, and correspondence that addresses complex matters.
4. Ability to communicate your written work orally and presenting it in a public forum.
5. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
6. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

If you are included in any of the categories listed below, do not apply for this position.

An applicant applying for this position shall be automatically disqualified, if as an adult he or she has:

- a. Been convicted of, pled guilty or nolo contendere to any Felony.
- b. Been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against person or sexual offenses.

- c. Been convicted of, plead guilty or nolo contendere to any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d. Refused to submit to a polygraph examination and/or voice stress examination.
- e. Been dishonorably discharged from any military service.
- f. Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- g. According to Louisiana RS 42:54 has by word of mouth or writing knowingly or willfully advocated, abetted, advised, or taught, the duty, necessity, desirability, or propriety, of overthrowing or destroying the government of the United States or of any state or of any political subdivision thereof, by force, violence, or any other unlawful means, or the adherence to the government of any foreign nation in the event of war between the United States and such foreign government.
- h. Used or possessed any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana.
- i. Used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis, or used it over a substantial period of time.
- j. Ever sold any illegal drug for profit.
- k. Used an illegal drug (no matter how many times or how long ago) while in a law enforcement, prosecutorial position, or position of public trust, or in a position which carries with it a high level of responsibility.
- l. An unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.

OFFICIAL CLASS TITLE

ENTRANCE SALARY:

Forensic Auditor III

66,388.00 per annum

FINAL DATE FOR FILING APPLICATIONS:

Open until filled

KIND OF WORK:

The Auditor plans, manages, and executes audits and reviews of projects and programs involving the expenditure of public funds. The Auditor will carry out audits, and audit related activities under the guidelines of Generally Accepted Government Auditing Standards (GAGAS). The Auditors activities shall include examining and evaluating the adequacy and effectiveness of internal controls; reviewing and appraising the soundness of controls and the reliability and integrity of financial, managerial, and operating data; ascertaining compliance with policies and procedures; ascertaining compliance with contractual provision; evaluating asset safeguards and accountability; evaluating the economy and efficiency with which resources are employed; reviewing operations and programs to assess whether they are operating according to law; providing targeted forensic accounting in assistance to parallel OIG investigations, inspections, and performance reviews; performance auditing and measurement to determine efficiency, effectiveness, and productivity of government programs; and the recommendation of new systems to enhance and maximize performance. The Auditor also develops plans for carrying out analysis; compiles, handles, transports, and reviews documents and organizes data needed to carry out plans; evaluates and interprets data; drafts work papers, summaries, memoranda, letters, and final reports. The Auditor may provide technical assistance to public officials with supervisory approval, and participate in the reviewing of legislation, ordinances, charter amendments, and draft policy positions on such proposed changes. The Auditor assists in the preparation of manuals, guidelines, policies and procedures, and rules and regulations to assist appropriate public agencies.

II. MAJOR DUTIES

Determines the best methodology to analyze the financial and record keeping evidence. Researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine the criteria that applies to each case. Coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate

documents, appraisals, contracts, record keeping, financial institution and other related financial records. Participates in secured searches, and prepares and serves subpoenas as required. Reconstructs partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. Analyzes manual, as well as, computerized books and records. Obtains evidence through the interview of a large number of witnesses. Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads. Performs detailed analysis of accounting and business records. Applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts. Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented. Maintains highly sensitive and complex investigative matters in confidence. Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact, and the overall scope of the case. Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be local or state in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial transactions investigated by the OIG. Prepares financial and data analysis results in manner required by the criminal investigators to document the case. Presents the financial and data analysis results to the criminal investigators, First Assistant IG for Legal Affairs, General Counsel, District Attorneys, Attorneys General, U.S. Attorneys, and OIG management. This includes complex flowcharts, financial statements and software overviews to enhance case presentation. Provides testimony as a summary or expert witness on the results of financial and data analysis during civil and criminal trials and other administrative proceedings.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of the principles, concepts, theories, techniques, and practices of modern day accounting and auditing necessary to conduct very broad investigative audit assignments requiring an integrated analysis of a large number and variety of different operational programs and accounting systems.

Knowledge of various databases and spreadsheet software programs that are used in the analysis of information by the forensic auditor, including software programs and data obtained as evidence. Knowledge of approaches and techniques of criminal investigations as well criminal and/or administrative procedures, state and Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, Constitutional Rights, and methods and patterns of criminal operations in order to conduct complex investigative assignments. Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to systematically review, analyze, evaluate, and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation. Skill at problem definition; planning and coordinating assignments; analyzing a wide variety of accounting systems; and, reconstructing partial or inadequate records. Knowledge of a variety of local, state, and federal programs in order to determine how to proceed in collecting background data and planning investigative audits. Ability to communicate effectively, both orally and in writing, especially in dealing with top government officials to provide information on findings and/or evidence, in dealing with parties who are hostile or who take strong views that are inconsistent with investigative audit findings and/or evidence, and in dealing when communicating. Ability to determine the sensitive nature of evidence and make sound judgments when communicating with the various criminal investigators, District Attorneys, Attorneys General, and US Attorneys. Inter-relational knowledge of financial institutions, and governmental, industrial, and/or commercial organizations. Ability to adapt investigative audit practices and techniques in order to acquire and organize complex financial data covering a variety of different work processes and functions.

2. SUPERVISORY CONTROLS

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2. Ability to gather and analyze financial information and reach conclusions in performing audit work.
3. Ability to prepare written reports, audit working papers, and correspondence that addresses complex matters.
4. Ability to communicate your written work orally and presenting it in a public forum.
5. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
6. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

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- b. Been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against person or sexual offenses.
- c. Been convicted of, plead guilty or nolo contendere to any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d. Refused to submit to a polygraph examination and/or voice stress examination.
- e. Been dishonorably discharged from any military service.
- f. Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- g. According to Louisiana RS 42:54 has by word of mouth or writing knowingly or willfully advocated, abetted, advised, or taught, the duty, necessity, desirability, or propriety, of overthrowing or destroying the government of the United States or of any state or of any political subdivision thereof, by force, violence, or any other unlawful means, or the adherence to the government of any foreign nation in the event of war between the United States and such foreign government.
- h. Used or possessed any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana.
- i. Used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis, or used it over a substantial period of time.
- j. Ever sold any illegal drug for profit.
- k. Used an illegal drug (no matter how many times or how long ago) while in a law enforcement, prosecutorial position, or position of public trust, or in a position which carries with it a high level of responsibility.
- l. An unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.

OFFICIAL CLASS TITLE

ENTRANCE SALARY:

Forensic Auditor IV

\$69,771.00 per annum

FINAL DATE FOR FILING APPLICATIONS:

Open until filled

KIND OF WORK:

The Auditor plans, manages, and executes audits and reviews of projects and programs involving the expenditure of public funds. The Auditor will carry out audits, and audit related activities under the guidelines of Generally Accepted Government Auditing Standards (GAGAS). The Auditor's activities shall include examining and evaluating the adequacy and effectiveness of internal controls; reviewing and appraising the soundness of controls and the reliability and integrity of financial, managerial, and operating data; ascertaining compliance with policies and procedures; ascertaining compliance with contractual provision; evaluating asset safeguards and accountability; evaluating the economy and efficiency with which resources are employed; reviewing operations and programs to assess whether they are operating according to law; providing targeted forensic accounting in assistance to parallel OIG investigations, inspections, and performance reviews; performance auditing and measurement to determine efficiency, effectiveness, and productivity of government programs; and the recommendation of new systems to enhance and maximize performance. The Auditor also develops plans for carrying out analysis; compiles, handles, transports, and reviews documents and organizes data needed to carry out plans; evaluates and interprets data; drafts work papers, summaries, memoranda, letters, and final reports. The Auditor may provide technical assistance to public officials with supervisory approval, and participate in the reviewing of legislation, ordinances, charter amendments, and draft policy positions on such proposed changes. The Auditor assists in the preparation of manuals, guidelines, policies and procedures, and rules and regulations to assist appropriate public agencies.

II. MAJOR DUTIES

Determines the best methodology to analyze the financial and record keeping evidence. Researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine the criteria that applies to each case. Coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate

documents, appraisals, contracts, record keeping, financial institution and other related financial records. Participates in secured searches, and prepares and serves subpoenas as required. Reconstructs partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. Analyzes manual, as well as, computerized books and records. Obtains evidence through the interview of a large number of witnesses. Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads. Performs detailed analysis of accounting and business records. Applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts. Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented. Maintains highly sensitive and complex investigative matters in confidence. Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact and the overall scope of the case. Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be local or state in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial transactions investigated by the OIG. Prepares financial and data analysis results in manner required by the criminal investigators to document the case. Presents the financial and data analysis results to the criminal investigators, First Assistant IG for Legal Affairs, General Counsel, District Attorneys, Attorneys General, U.S. Attorneys, and OIG management. This includes complex flowcharts, financial statements and software overviews to enhance case presentation. Provides testimony as a summary or expert witness on the results of financial and data analysis during civil and criminal trials and other administrative proceedings.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of the principles, concepts, theories, techniques, and practices of modern day accounting and auditing necessary to conduct very broad investigative audit assignments requiring an integrated analysis of a large number and variety of different operational programs and accounting systems.

Knowledge of various databases and spreadsheet software programs that are used in the analysis of information by the forensic auditor, including software programs and data obtained as evidence. Knowledge of approaches and techniques of criminal investigations as well criminal and/or administrative procedures, state and Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, Constitutional Rights, and methods and patterns of criminal operations in order to conduct complex investigative assignments. Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to systematically review, analyze, evaluate, and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation. Skill at problem definition; planning and coordinating assignments; analyzing a wide variety of accounting systems; and, reconstructing partial or inadequate records. Knowledge of a variety of local, state, and federal programs in order to determine how to proceed in collecting background data and planning investigative audits. Ability to communicate effectively, both orally and in writing, especially in dealing with top government officials to provide information on findings and/or evidence, in dealing with parties who are hostile or who take strong views that are inconsistent with investigative audit findings and/or evidence, and in dealing when communicating. Ability to determine the sensitive nature of evidence and make sound judgments when communicating with the various criminal investigators, District Attorneys, Attorneys General, and US Attorneys. Inter-relational knowledge of financial institutions, and governmental, industrial, and/or commercial organizations. Ability to adapt investigative audit practices and techniques in order to acquire and organize complex financial data covering a variety of different work processes and functions.

2. SUPERVISORY CONTROLS

The Chief of Audit and Review assigns work in terms of overall objectives and resources available. The Forensic Auditor develops reasonable timeframes, audit stages, and investigative approaches and independently plans and carries out assignments. Directs others as required, resolves technical accounting problems and conflicts that arise during the investigation, and interprets accounting policy on own initiative. The forensic auditor keeps the superiors, legal staff, and others informed of progress and controversial matters that arise and their impact on the overall scope of the case. In addition, he or she presents case reviews at specific periods throughout the year. Completed work is reviewed by the superiors for soundness of overall approach, effectiveness in meeting requirements, and the value of recommendations.

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Guidelines consist of the audit manual, the Green Book, the Yellow Book, policies and procedures, professional accounting and auditing standards as

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4. COMPLEXITY

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2. A Master's Degree in accounting or a related equivalent graduate degree from an accredited college or university.
3. A certificate as a Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), or Certified Inspector General Auditor (CIGA), or Certified Fraud Examiner (CFE) or Certified Government Financial Manager (CGFM).
4. Six (6) years of accounting or auditing experience participating in financial related audit assignments and assisting in documenting results of analyses in accordance with Generally Accepted Government

Auditing Standards (GAGAS). Two (2) years of this experience must have been in a supervisory capacity.

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Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, license, training, and experience.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

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You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of Generally Accepted Governmental Auditing Standards (GAGAS), audit procedures, analytical and evaluative techniques to conduct a variety of audits, which are of a procedural or factual nature.
2. Ability to gather and analyze financial information and reach conclusions in performing audit work.
3. Ability to prepare written reports, audit working papers, and correspondence that addresses complex matters.
4. Ability to communicate your written work orally and presenting it in a public forum.
5. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
6. Ability to work independently under tight deadlines, and intense pressure.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

If you are included in any of the categories listed below, do not apply for this position.

An applicant applying for this position shall be automatically disqualified, if as an adult he or she has:

- a. Been convicted of, pled guilty or nolo contendere to any Felony.

- b. Been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against person or sexual offenses.
- c. Been convicted of, plead guilty or nolo contendere to any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d. Refused to submit to a polygraph examination and/or voice stress examination.
- e. Been dishonorably discharged from any military service.
- f. Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- g. According to Louisiana RS 42:54 has by word of mouth or writing knowingly or willfully advocated, abetted, advised, or taught, the duty, necessity, desirability, or propriety, of overthrowing or destroying the government of the United States or of any state or of any political subdivision thereof, by force, violence, or any other unlawful means, or the adherence to the government of any foreign nation in the event of war between the United States and such foreign government.
- h. Used or possessed any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana.
- i. Used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis, or used it over a substantial period of time.
- j. Ever sold any illegal drug for profit.
- k. Used an illegal drug (no matter how many times or how long ago) while in a law enforcement, prosecutorial position, or position of public trust, or in a position which carries with it a high level of responsibility.
- l. An unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.

OFFICIAL CLASS TITLE

ENTRANCE SALARY:

Assistant Chief for Audit and Review

73,325.00 per annum

FINAL DATE FOR FILING APPLICATIONS:

Open until filled

KIND OF WORK:

The Assistant Chief for Audit and Review (AC) plans, manages, and executes audits and reviews of projects and programs involving the expenditure of public funds. The AC will carry out audits, and audit related activities under the guidelines of Generally Accepted Government Auditing Standards (GAGAS). The AC may serve as team leader or lead auditor on specific projects and is responsible for research and analysis pertaining to audit and systems standards and methodology. The AC works with senior managers and staff in other agencies to obtain detailed information on agency activities through interviews and document requests. The AC analyzes raw data to develop findings and recommendations and drafts work papers, summaries, memoranda, letters, and interim and final audits and reports. The AC works with the Chief of Audit and Review to manage the staff assignments of the division and provides technical advice when appropriate.

II. MAJOR DUTIES

Determines the best methodology to analyze the financial and record keeping evidence. Researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine the criteria that applies to each case. Coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate documents, appraisals, contracts, record keeping, financial institution and other related financial records. Participates in secured searches, and prepares and serves subpoenas as required. Reconstructs partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. Analyzes manual, as well as, computerized books and records. Obtains evidence through the interview of a large number of witnesses. Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the

auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads. Performs detailed analysis of accounting and business records. Applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts. Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented. Maintains highly sensitive and complex investigative matters in confidence. Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact and the overall scope of the case. Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be local or state in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial transactions investigated by the OIG. Prepares financial and data analysis results in manner required by the criminal investigators to document the case. Presents the financial and data analysis results to the criminal investigators, First Assistant IG for Legal Affairs, General Counsel, District Attorneys, Attorneys General, U.S. Attorneys, and OIG management. This includes complex flowcharts, financial statements and software overviews to enhance case presentation. Provides testimony as a summary or expert witness on the results of financial and data analysis during civil and criminal trials and other administrative proceedings.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of the principles, concepts, theories, techniques, and practices of modern day accounting and auditing necessary to conduct very broad investigative audit assignments requiring an integrated analysis of a large number and variety of different operational programs and accounting systems.

Knowledge of various databases and spreadsheet software programs that are used in the analysis of information by the forensic auditor, including software programs and data obtained as evidence. Knowledge of approaches and techniques of criminal investigations as well criminal and/or administrative procedures, state and Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, Constitutional Rights, and methods and patterns of criminal operations in order to conduct complex investigative assignments. Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to

systematically review, analyze, evaluate, and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation. Skill at problem definition; planning and coordinating assignments; analyzing a wide variety of accounting systems; and, reconstructing partial or inadequate records. Knowledge of a variety of local, state, and federal programs in order to determine how to proceed in collecting background data and planning investigative audits. Ability to communicate effectively, both orally and in writing, especially in dealing with top government officials to provide information on findings and/or evidence, in dealing with parties who are hostile or who take strong views that are inconsistent with investigative audit findings and/or evidence, and in dealing when communicating. Ability to determine the sensitive nature of evidence and make sound judgments when communicating with the various criminal investigators, District Attorneys, Attorneys General, and US Attorneys. Inter-relational knowledge of financial institutions, and governmental, industrial, and/or commercial organizations. Ability to adapt investigative audit practices and techniques in order to acquire and organize complex financial data covering a variety of different work processes and functions.

2. SUPERVISORY CONTROLS

The Chief of Audit and Review assigns work in terms of overall objectives and resources available. The Forensic Auditor develops reasonable timeframes, audit stages, and investigative approaches and independently plans and carries out assignments. Directs others as required, resolves technical accounting problems and conflicts that arise during the investigation, and interprets accounting policy on own initiative. The forensic auditor keeps the superiors, legal staff, and others informed of progress and controversial matters that arise and their impact on the overall scope of the case. In addition, he or she presents case reviews at specific periods throughout the year. Completed work is reviewed by the superiors for soundness of overall approach, effectiveness in meeting requirements, and the value of recommendations.

3. GUIDELINES

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Chief, Audit and Review

I. Job Description

Title: Chief for Audit and Review

Persons to whom individual reports: Deputy Inspector General for Audit and Review (DAR), First Inspector General for Audit and Review (FAAR), Inspector General (IG).

Duties and responsibilities: The Chief for Audit and Review (CAR) assists the Deputy Inspector General for Audit and Review (DAR) in developing long and short term goals and objectives for the Audit and Review Division. The CAR has primary responsibility for developing and implementing audit and review plans and monitoring their effectiveness; reviewing project plans and draft work projects; and recruiting staff within the OIG to assist in these projects. The CAR provides day-to-day supervision and technical advice to auditors, analysts and other staff assigned to Division projects. The CAR analyzes all audit results, reports and reviews for recommendations to the DAR, FAAR, and IG.

Salary.....\$80,987.01

II. MAJOR DUTIES

The Chief for Audit and Review (CAR) determines the best methodology to analyze the financial and record keeping evidence. The CAR researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine criteria that applies to each case; and coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate documents, appraisals, contracts, record keeping, financial institution and other related financial records. The CAR participates in secured searches, prepares and serves subpoenas as required, reconstructs, partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. The DAR analyzes computerized books and records. Obtains evidence through the interview of a large number of witnesses. Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads. The DAR performs detailed analysis of accounting and business records, and applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts. Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented. Maintains highly sensitive and complex investigative matters in confidence. Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact and the overall scope of the case. Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be nationwide or local in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial

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You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of Generally Accepted Governmental Auditing Standards (GAGAS), audit procedures, analytical and evaluative techniques to conduct a variety of audits, which are of a procedural or factual nature.
2. Ability to gather and analyze financial information and reach conclusions in performing audit work.
3. Ability to prepare written reports, audit working papers, and correspondence that addresses complex matters.
4. Ability to communicate your written work orally and presenting it in a public forum.
5. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
6. Ability to work independently under tight deadlines, and intense pressure.
7. Demonstrate successful performance and creative leadership in prior managerial positions.
8. The ability to develop and implement an organizational vision that integrates key program goals, priorities, values, and other factors.
9. The ability to balance change and continuity and to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence even under adversity.
10. The ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
11. Demonstrate results, accountability, and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
12. The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
13. The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally, It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

Deputy Inspector General for Audit and Review

I. Job Description

Title: Deputy Inspector General for Audit and Review

Persons to whom individual reports: First Inspector General for Audit and Review, Inspector General.

Duties and responsibilities: The Deputy Inspector General for Audit and Review (DAR) has principal responsibility for advising the First Inspector General for Audit and Review and the Inspector General (FAAR) on issues related to the OIG mandate to prevent and detect fraud, waste, abuse and illegal acts. The DAR supervises the Chief and Assistant Chief of the Audit and Review division in the careful implementation of all audit plans and the proper execution of all audits and reviews under the Principal and Standards for Offices of Inspectors General and Generally Accepted Government Auditing Standards. The DAR assists the FAAR and IG in defining the OIG goals and objectives, while setting long and short term objectives for the Audit and Review Division. The DAR implements, audit and review plans, approved by the FAAR and IG, monitors their effectiveness, and adapts them to changing opportunities and obstacles. The DAR assigns projects within the Audit and Review Division; approves project plans, reviews draft work products, and assures the quality of the work performed. The DAR assists the FAAR in coordinating activities of the Audit and Review division with other divisions within the OIG. The DAR represents the IG in meetings and public forums when directed and advises the FAAR on training and resources needed by staff to ensure the effectiveness of the OIG.

Salary.....\$90,567.00

II. MAJOR DUTIES

Determines the best methodology to analyze the financial and record keeping evidence. Researches local, state, and Federal laws and regulations, policy, and generally accepted accounting and management principles to determine the criteria that applies to each case.

Coordinates with the criminal investigator to assist in determining the financial and record keeping evidence to be obtained through IG and grand jury subpoenas. The evidence can include loan files, real estate documents, appraisals, contracts, record keeping, financial institution and other related financial records. Participates in secured searches, and prepares and serves subpoenas as required.

Reconstructs partial or inadequate financial records of individuals and private governmental organizations. Reviews a large variety of accounting systems and makes recommendations as to how the system of internal control and internal check can be improved to prevent theft and fraud. Analyzes manual, as well as, computerized books and records. Obtains evidence through the interview of a large number of witnesses.

Assists criminal investigators in preparing for interviews of witnesses and subjects regarding matters for which detailed understanding of financial documents reviewed by the auditor is needed. Accompanies criminal investigators on interviews in nonvolatile situations and contributes suggestions of leads.

Performs detailed analysis of accounting and business records. Applies forensic auditing and accounting techniques to detect fraud, waste, abuse, and illegal acts. Analyzes and reviews documents and financial activities to identify instances of mail fraud, wire fraud, conspiracy, bank fraud, mortgage fraud, property flipping, equity skimming, money laundering, tax fraud, bankruptcy fraud, bribery, official misconduct, and any other illegal acts.

Interacts with other law enforcement agents during joint investigations and provides supporting analysis required by the various agencies represented.

Maintains highly sensitive and complex investigative matters in confidence.

Directs investigative audit staff as required; and, resolves technical auditing problems and conflicts that arise during the investigation. Keeps responsible legal staff, such as state and federal prosecutors informed of progress, controversial matters and major impact and the overall scope of the case.

Independently, as a team member or team leader, plans, directs, and executes investigative audits and/or accounting assignments of diverse activities that may be nationwide or local in scope. These investigative audits require the development and application of new approaches for the evaluation of programs or operations where the application of established techniques are not available. The investigative audits characteristically involve complex financial transactions investigated by the OIG. Prepares financial and data analysis results in manner required by the criminal investigators to document the case. Presents the financial and data analysis results to the criminal investigators, First Assistant IG for Legal Affairs, General Counsel, District Attorneys, Attorneys General, U.S. Attorneys, and OIG management. This includes complex flowcharts, financial statements and software overviews to enhance case presentation.

Provides testimony as a summary or expert witness on the results of financial and data analysis during civil and criminal trials and other administrative proceedings.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of the principles, concepts, theories, techniques, and practices of modern day accounting and auditing necessary to conduct very broad investigative audit assignments requiring an integrated analysis of a large number and variety of different operational programs and accounting systems.

Knowledge of various databases and spreadsheet software programs that are used in the analysis of information by the forensic auditor, including software programs and data obtained as evidence.

Knowledge of approaches and techniques of criminal investigations as well as criminal/administrative procedures, state and Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, Constitutional Rights, and methods and patterns of criminal operations in order to conduct complex investigative assignments.

Ability to identify and apply the best methodology to assess the evidence presented in the investigation, including the development of new and innovative approaches to systematically review, analyze, evaluate, and summarize financial evidence including proposals, contracts, record keeping data, personnel and corporate financial information and other supporting evidence obtained for the investigation.

Skill at problem definition; planning and coordinating assignments; analyzing a wide variety of accounting systems; and, reconstructing partial or inadequate records.

Knowledge of a variety of local, state, and federal programs in order to determine how to proceed in collecting background data and planning investigative audits.

Ability to communicate effectively, both orally and in writing, especially in dealing with top government officials to provide information on findings/evidence, in dealing with parties who are hostile or who take strong views that are inconsistent with investigative audit findings/evidence, and in dealing when communicating. Ability to determine the sensitive nature of evidence and make sound judgments when communicating with the various criminal investigators, District Attorneys, Attorneys General, and US Attorneys.

Inter-relational knowledge of financial institutions, and governmental, industrial, and/or commercial organizations.

Ability to adapt investigative audit practices and techniques in order to acquire and organize complex financial data covering a variety of different work processes and functions.

2. SUPERVISORY CONTROLS

The Chief of Audit and Review assigns work in terms of overall objectives and resources available. The incumbent develops reasonable timeframes, audit stages, and investigative approaches and independently plans and carries out assignments. Directs others as required, resolves technical accounting problems and conflicts that arise during the investigation, and interprets accounting policy on own initiative.

The incumbent keeps the superiors, legal staff, and others informed of progress and controversial matters that arise and their impact on the overall scope of the case. In addition, he or she presents case reviews at specific periods throughout the year. Completed work is reviewed by the superiors for soundness of overall approach, effectiveness in meeting requirements, and the value of recommendations.

3. GUIDELINES

Guidelines consist of the audit manual, the Green Book, the Yellow Book, policies and procedures, professional accounting and auditing standards as published by the Comptroller General and other professional organizations, the OIG Manual, and policies issued by the Criminal Investigations.

The guidelines provide a general framework for principles pertaining to the investigative audit and/or accounting assignments. The forensic auditor must work from broadly stated goals and must develop an investigative audit plan based on background that is sketchy or simply not available. The investigative audit plan developed may serve as a model for performing subsequent investigative audits of similar scope. The auditor uses considerable judgment in determining which methodology to apply to each case.

4. COMPLEXITY

The work assignments involve detailed reconstruction and reconciliation of information through third parties and the examination of accounting and financial records potentially resulting in criminal or civil legal action.

The incumbent must use initiative and resourcefulness to develop new methods and techniques for acquiring information, analyzing data, developing solutions or criteria, and presenting findings/evidence. The work also includes extensive problem definition and research of a variety of government programs and recipients.

In conducting investigations, the auditor functions as the designated authority with regard to the accounting and auditing aspects of the case. Advises lead attorney on a variety of technical matters that include interpretation of data, and identification of significant accounting findings/evidence.

Recommendations are complicated by the extreme diversity of government programs and operations involved in cases assigned, by a variety of related accounting and control systems under review, and by the complexity of the fraud schemes being investigated.

5. SCOPE AND EFFECT

The purpose of the work is to detect fraud, waste, abuse, and illegal acts and to provide expert advice to criminal investigators, legal staff, or other law enforcement officials on the interpretation of accounting and auditing regulations and their application to the investigative assignments. The work also entails assessing the efficiency of fraud controls of government programs or as administered by a major department of a state, city, or parish. Problems in administering the program and in coordination and conducting investigative audits are compounded by the variety of work processes performed by numerous employees in a number of functionally discrete organizations.

The findings/evidence usually results in prosecution, conviction, recovery of property, and/or recovery of funds and serves as a deterrent for future criminal violations. The recommendations may influence changes in laws, rules and regulations, and in the administration of various government programs.

6. PERSONAL CONTACTS

Contacts are with government officials, heads of other Federal agencies, Federal, state, and local law enforcement agencies, OIG Legal Counsel, District Attorneys, Attorneys General, and U.S. Attorneys, co-workers, informants, executives, professionals, and the general public. Typical contacts may also include officials, representatives, lawyers and accountants of firms, organizations, and individuals under investigation.

7. PURPOSE OF CONTACTS

The purpose of contacts is to provide expert advice and to obtain critical, controversial, and significant information relating to the matter under investigation. Representatives of individuals and firms under investigation may be reluctant to provide necessary information or to agree on proposed accounting methodology for establishing a legal claim by the OIG. Often, contacts are with other professional accountants and auditors with strongly opposing views and interests.

8. PHYSICAL DEMANDS

Work is mainly sedentary in nature but does require light lifting of boxed evidence. Work also requires movement within various sites where evidence is located. Frequent short-term or extended local, regional or nationwide travel may be required. Performance of these duties may require substantial amounts of irregular, unscheduled overtime work, which cannot be controlled administratively. The incumbent is responsible for recognizing, without supervision, circumstances that require remaining on duty.

9. WORK ENVIRONMENT

Work is normally performed in an office type setting; however, work can be at various sites within the Region and at government agency offices, warehouses and record storage facilities.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting or a bachelor's degree in another field with at least twenty-four (24) hours of accounting, which may include up to six (6) hours in business law from an accredited college or university.
2. A Master's Degree in accounting or a related equivalent graduate degree from an accredited college or university.
3. A certificate as a Certified Inspector General (CIG), or Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), or Certified Inspector General Auditor (CIGA), or Certified Fraud Examiner (CFE) or Certified Government Financial Manager (CGFM).
4. Seven (7) years of accounting or auditing experience participating in financial related audit assignments and assisting in documenting results of analyses in accordance with Generally Accepted Government Auditing Standards (GAGAS). Two (2) years of this experience must have been in a supervisory capacity.
5. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Original college diploma, official college transcripts, and official certifications must be presented at the time of application.

Note: A special Deputy Inspector General for Audit and Review (Inspector General) Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, license, training, and experience.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants must be United States Citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652

You must submit a supplemental statement which addresses the factors listed below. Provide specific examples to demonstrate how you used these skills, the complexity of the knowledge you possess, the level of people you interacted with, the sensitivity of the issues you handled and the quality of success you achieved.

Knowledge, Skills, and Abilities (KSAs)

1. Knowledge of Generally Accepted Governmental Auditing Standards (GAGAS), audit procedures, analytical and evaluative techniques to conduct a variety of audits, which are of a procedural or factual nature.
2. Ability to gather and analyze financial information and reach conclusions in performing audit work.
3. Ability to prepare written reports, audit working papers, and correspondence that addresses complex matters.
4. Ability to communicate your written work orally and presenting it in a public forum.
5. Ability and experience in analyzing legislation, ordinances, policies, procedures, rules and regulations and making recommendations for change.
6. Ability to work independently under tight deadlines, and intense pressure.
7. Demonstrate successful performance and creative leadership in prior managerial positions.
8. The ability to develop and implement an organizational vision that integrates key program goals, priorities, values, and other factors.
9. The ability to balance change and continuity and to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence even under adversity.
10. The ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

11. Demonstrate results, accountability, and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
12. The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
13. The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally, It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.
14. Demonstrate in depth knowledge of and experience with governmental financial statement audits and reporting concepts and principles; performance measurement; and internal management controls and accountability processes.
15. Experience in leading internal and external audits of a large and complex financial organization.
16. Ability to develop policy and strategies on improving financial and performance audits, contract and grant audits, and information system audits.

Applicants for this position will be required to submit a personal history form, resume, college transcripts, proof of certifications, notarized copy of a valid driver's license, and a certified copy of a birth certificate or naturalization papers for this position and a written statement answering the KSAs in order for Civil Service to determine if they initially qualify. Upon qualification applicants will receive a background investigation form to be voluntarily filled out and returned. If an applicant passes the preliminary background investigation they may be scheduled for a taped oral interview before a three member panel of Inspectors General, who will rank in order the three best candidates for each position. After this ranking candidates will be required to go through a polygraph examination, substance abuse screening, a psychological/psychiatric examination and a Myers Briggs Type Indicator Evaluation.

Class Code

Forensic Engineer I

Title: Forensic Engineer I

Persons to whom individual reports: Supervisory Forensic Engineer, First Inspector General for Audit and Review, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction.

Salary.....\$70,643.14

DISTINGUISHING FEATURES OF WORK

FLSA Status: Exempt

Supervision Received: Supervision is received through personal conferences, general observations of work in progress, and the review of completed work and reports by a supervisor.

Supervision Exercised: Supervision of equal or lower grade staff may be present on a special basis.

Environmental Factors: An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials. Work is performed in office settings, and at building and constructions sites. Field work is required at construction sites and public works facilities. The employee must possess the

mobility to work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud. The employee possess the strength and mobility to lift and carry materials and equipment up to 50 pounds, and the vision to read printed materials, blueprints, engineering and architectural plans; and the hearing and speech to communicate in person and over the telephone and radio.

Primary Responsibilities include but are not limited to the following:

1. Review, analyze, investigate, and critique project development plans for compliance with codes, regulations, and standards.
2. Determine the adequacy of applications for permits and compliance with approved plans.
3. Determine applicable codes, regulations, and requirements for assigned projects.
4. Review, analyze, investigate, and critique the preparation of and development of engineering plans and specifications.
5. Review and analyze construction bids, competency of vendors and consultants, and the selection criteria.
6. Review, analyze, investigate, and critique project management of municipal public works projects.
7. Review, analyze, investigate, and critique sewer, water, storm drainage, and street construction projects.
8. Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost, method of construction, and equipment selection.
9. Conducts advanced and complex engineering studies, evaluates alternatives, makes recommendations and writes reports based on this information.
10. Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
11. Prepare technical construction specifications.
12. Perform Civil Engineering duties surrounding the following: public works, buildings, subdivisions, drainage, sewage, water supply, traffic, roads, airport, tunnel, bridge, and environmental systems.
13. Perform Mechanical Engineering duties surrounding the following: mechanical devices, components, engines, transportation equipment and power producing machines.
14. Review, analyze, investigate, and critique changes to engineering standards, policies, and details.
15. Review, analyze, investigate and critique development plans for compliance with adopted engineering standards and good engineering practices.
16. Meet, speak, and provide technical presentations with the general public, developers, landowners, public interest groups, elected and appointed public officials concerning zoning issues, subdivision projects, building projects, engineering regulations, and best practices, standards, and policies.
17. Reviews, analyzes, investigates and critiques complex projects including the project scope; selection of consultants, project managers, architects, and building firms; bid summaries and bid openings; contract negotiation, modification, amendments, disputes, and change orders; preparation and monitoring of project schedules; project design and construction; enforcing terms of the contract; payment processing; budget and expenditures; value engineering; field

and construction site inspection; adherence to policies and procedures; adherence to terms of contract; adherence to local, state and federal laws; and regulatory compliance.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment)

1. Engineering design, architectural design, construction, and surveying theories and principles.
2. Principles of project development and program management and evaluation.
3. Principles and practices of management and supervision.
4. Principles of capital improvement, cost estimation, and contract administration.
5. Applicable local, state, and federal laws, regulations, codes, policies, and engineering standard practices.
6. Computer applications related to the work, including basic GIS and AutoCad concepts and applications.
7. Advanced math skills, special relationship abilities, and the ability to understand abstract principles of math and physics.
8. Knowledge of the methods used to carry out the responsibilities in the previous section of this announcement.
9. Ability to conduct necessary engineering research and compile comprehensive reports.
10. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public.

MINIMUM QUALIFICATIONS FOR APPLICATION:

1. A Bachelor's Degree in civil, mechanical, or chemical engineering from a fully accredited college or university in the United States.
2. A Master's degree in engineering, architecture, project management, mathematics, physics, chemistry or a closely related discipline from a fully accredited college or university in the United States.
3. Three years of engineering experience.
4. Registration as a professional engineer with a license to practice from the Louisiana State Board of Professional Engineers and Land Surveyors; or Registration as a professional engineer with a license to practice in another state and the ability to obtain such a license in Louisiana within two years from the date of employment.
5. A valid driver's license, an excellent driving record, driving experience, and own a personal vehicle to be used for work.
6. United States Citizenship.

Class Code

Forensic Engineer II

Title: Forensic Engineer II

Persons to whom individual reports: Supervisory Forensic Engineer, First Inspector General for Audit and Review, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction.

Salary.....\$76,109.74.00

DISTINGUISHING FEATURES OF WORK

FLSA Status: Exempt

Supervision Received: Supervision is received through personal conferences, general observations of work in progress, and the review of completed work and reports by a supervisor.

Supervision Exercised: Supervision of equal or lower grade staff may be present on a special basis.

Environmental Factors: An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials. Work is performed in office settings, and at building and constructions sites. Field work is required at construction sites and public works facilities. The employee must possess the

mobility to work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud. The employee possess the strength and mobility to lift and carry materials and equipment up to 50 pounds, and the vision to read printed materials, blueprints, engineering and architectural plans; and the hearing and speech to communicate in person and over the telephone and radio.

Primary Responsibilities include but are not limited to the following:

1. Review, analyze, investigate, and critique project development plans for compliance with codes, regulations, and standards.
2. Determine the adequacy of applications for permits and compliance with approved plans.
3. Determine applicable codes, regulations, and requirements for assigned projects.
4. Review, analyze, investigate, and critique the preparation of and development of engineering plans and specifications.
5. Review and analyze construction bids, competency of vendors and consultants, and the selection criteria.
6. Review, analyze, investigate, and critique project management of municipal public works projects.
7. Review, analyze, investigate, and critique sewer, water, storm drainage, and street construction projects.
8. Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost, method of construction, and equipment selection.
9. Conducts advanced and complex engineering studies, evaluates alternatives, makes recommendations and writes reports based on this information.
10. Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
11. Prepare technical construction specifications.
12. Perform Civil Engineering duties surrounding the following: public works, buildings, subdivisions, drainage, sewage, water supply, traffic, roads, airport, tunnel, bridge, and environmental systems.
13. Perform Mechanical Engineering duties surrounding the following: mechanical devices, components, engines, transportation equipment and power producing machines.
14. Review, analyze, investigate, and critique changes to engineering standards, policies, and details.
15. Review, analyze, investigate and critique development plans for compliance with adopted engineering standards and good engineering practices.
16. Meet, speak, and provide technical presentations with the general public, developers, landowners, public interest groups, elected and appointed public officials concerning zoning issues, subdivision projects, building projects, engineering regulations, and best practices, standards, and policies.
17. Reviews, analyzes, investigates and critiques complex projects including the project scope; selection of consultants, project managers, architects, and building firms; bid summaries and bid openings; contract negotiation, modification, amendments, disputes, and change orders; preparation and monitoring of project schedules; project design and construction; enforcing terms of the contract; payment processing; budget and expenditures; value engineering; field

and construction site inspection; adherence to policies and procedures; adherence to terms of contract; adherence to local, state and federal laws; and regulatory compliance.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment)

1. Engineering design, architectural design, construction, and surveying theories and principles.
2. Principles of project development and program management and evaluation.
3. Principles and practices of management and supervision.
4. Principles of capital improvement, cost estimation, and contract administration.
5. Applicable local, state, and federal laws, regulations, codes, policies, and engineering standard practices.
6. Computer applications related to the work, including basic GIS and AutoCad concepts and applications.
7. Advanced math skills, special relationship abilities, and the ability to understand abstract principles of math and physics.
8. Knowledge of the methods used to carry out the responsibilities in the previous section of this announcement.
9. Ability to conduct necessary engineering research and compile comprehensive reports.
10. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public.

MINIMUM QUALIFICATIONS FOR APPLICATION:

1. A Bachelor's Degree in civil, mechanical, or chemical engineering from a fully accredited college or university in the United States.
2. A Master's degree in engineering, architecture, project management, mathematics, physics, chemistry or a closely related discipline from a fully accredited college or university in the United States.
3. Four years of engineering experience.
4. Registration as a professional engineer with a license to practice from the Louisiana State Board of Professional Engineers and Land Surveyors; or Registration as a professional engineer with a license to practice in another state and the ability to obtain such a license in Louisiana within two years from the date of employment.
5. A valid driver's license, an excellent driving record, driving experience, and own a personal vehicle to be used for work.
6. United States Citizenship.

Class Code

Forensic Engineer III

Title: Forensic Engineer III

Persons to whom individual reports: Supervisory Forensic Engineer, First Inspector General for Audit and Review, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction.

Salary.....\$79,987.00

DISTINGUISHING FEATURES OF WORK

FLSA Status: Exempt

Supervision Received: Supervision is received through personal conferences, general observations of work in progress, and the review of completed work and reports by a supervisor.

Supervision Exercised: Supervision of equal or lower grade staff may be present on a special basis.

Environmental Factors: An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials. Work is performed in office settings, and at building and constructions sites. Field work is required at construction sites and public works facilities. The employee must possess the

mobility to work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud. The employee possess the strength and mobility to lift and carry materials and equipment up to 50 pounds, and the vision to read printed materials, blueprints, engineering and architectural plans; and the hearing and speech to communicate in person and over the telephone and radio.

Primary Responsibilities include but are not limited to the following:

1. Review, analyze, investigate, and critique project development plans for compliance with codes, regulations, and standards.
2. Determine the adequacy of applications for permits and compliance with approved plans.
3. Determine applicable codes, regulations, and requirements for assigned projects.
4. Review, analyze, investigate, and critique the preparation of and development of engineering plans and specifications.
5. Review and analyze construction bids, competency of vendors and consultants, and the selection criteria.
6. Review, analyze, investigate, and critique project management of municipal public works projects.
7. Review, analyze, investigate, and critique sewer, water, storm drainage, and street construction projects.
8. Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost, method of construction, and equipment selection.
9. Conducts advanced and complex engineering studies, evaluates alternatives, makes recommendations and writes reports based on this information.
10. Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
11. Prepare technical construction specifications.
12. Perform Civil Engineering duties surrounding the following: public works, buildings, subdivisions, drainage, sewage, water supply, traffic, roads, airport, tunnel, bridge, and environmental systems.
13. Perform Mechanical Engineering duties surrounding the following: mechanical devices, components, engines, transportation equipment and power producing machines.
14. Review, analyze, investigate, and critique changes to engineering standards, policies, and details.
15. Review, analyze, investigate and critique development plans for compliance with adopted engineering standards and good engineering practices.
16. Meet, speak, and provide technical presentations with the general public, developers, landowners, public interest groups, elected and appointed public officials concerning zoning issues, subdivision projects, building projects, engineering regulations, and best practices, standards, and policies.
17. Reviews, analyzes, investigates and critiques complex projects including the project scope; selection of consultants, project managers, architects, and building firms; bid summaries and bid openings; contract negotiation, modification, amendments, disputes, and change orders; preparation and monitoring of project schedules; project design and construction; enforcing terms of the contract; payment processing; budget and expenditures; value engineering; field

and construction site inspection; adherence to policies and procedures; adherence to terms of contract; adherence to local, state and federal laws; and regulatory compliance.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment)

1. Engineering design, architectural design, construction, and surveying theories and principles.
2. Principles of project development and program management and evaluation.
3. Principles and practices of management and supervision.
4. Principles of capital improvement, cost estimation, and contract administration.
5. Applicable local, state, and federal laws, regulations, codes, policies, and engineering standard practices.
6. Computer applications related to the work, including basic GIS and AutoCad concepts and applications.
7. Advanced math skills, special relationship abilities, and the ability to understand abstract principles of math and physics.
8. Knowledge of the methods used to carry out the responsibilities in the previous section of this announcement.
9. Ability to conduct necessary engineering research and compile comprehensive reports.
10. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public.

MINIMUM QUALIFICATIONS FOR APPLICATION:

1. A Bachelor's Degree in civil, mechanical, or chemical engineering from a fully accredited college or university in the United States.
2. A Master's degree in engineering, architecture, project management, mathematics, physics, chemistry or a closely related discipline from a fully accredited college or university in the United States.
3. Five years of engineering experience.
4. Registration as a professional engineer with a license to practice from the Louisiana State Board of Professional Engineers and Land Surveyors; or Registration as a professional engineer with a license to practice in another state and the ability to obtain such a license in Louisiana within two years from the date of employment.
5. A valid driver's license, an excellent driving record, driving experience, and own a personal vehicle to be used for work.
6. United States Citizenship.

Class Code

Forensic Engineer IV

Title: Forensic Engineer IV

Persons to whom individual reports: Supervisory Forensic Engineer, First Inspector General for Audit and Review, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction.

Salary.....\$86,176.83

DISTINGUISHING FEATURES OF WORK

FLSA Status: Exempt

Supervision Received: Supervision is received through personal conferences, general observations of work in progress, and the review of completed work and reports by a supervisor.

Supervision Exercised: Supervision of equal or lower grade staff may be present on a special basis.

Environmental Factors: An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials. Work is performed in office settings, and at building and constructions sites. Field work is required at construction sites and public works facilities. The employee must possess the

mobility to work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud. The employee possess the strength and mobility to lift and carry materials and equipment up to 50 pounds, and the vision to read printed materials, blueprints, engineering and architectural plans; and the hearing and speech to communicate in person and over the telephone and radio.

Primary Responsibilities include but are not limited to the following:

1. Review, analyze, investigate, and critique project development plans for compliance with codes, regulations, and standards.
2. Determine the adequacy of applications for permits and compliance with approved plans.
3. Determine applicable codes, regulations, and requirements for assigned projects.
4. Review, analyze, investigate, and critique the preparation of and development of engineering plans and specifications.
5. Review and analyze construction bids, competency of vendors and consultants, and the selection criteria.
6. Review, analyze, investigate, and critique project management of municipal public works projects.
7. Review, analyze, investigate, and critique sewer, water, storm drainage, and street construction projects.
8. Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost, method of construction, and equipment selection.
9. Conducts advanced and complex engineering studies, evaluates alternatives, makes recommendations and writes reports based on this information.
10. Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
11. Prepare technical construction specifications.
12. Perform Civil Engineering duties surrounding the following: public works, buildings, subdivisions, drainage, sewage, water supply, traffic, roads, airport, tunnel, bridge, and environmental systems.
13. Perform Mechanical Engineering duties surrounding the following: mechanical devices, components, engines, transportation equipment and power producing machines.
14. Review, analyze, investigate, and critique changes to engineering standards, policies, and details.
15. Review, analyze, investigate and critique development plans for compliance with adopted engineering standards and good engineering practices.
16. Meet, speak, and provide technical presentations with the general public, developers, landowners, public interest groups, elected and appointed public officials concerning zoning issues, subdivision projects, building projects, engineering regulations, and best practices, standards, and policies.
17. Reviews, analyzes, investigates and critiques complex projects including the project scope; selection of consultants, project managers, architects, and building firms; bid summaries and bid openings; contract negotiation, modification, amendments, disputes, and change orders; preparation and monitoring of project schedules; project design and construction; enforcing terms of the contract; payment processing; budget and expenditures; value engineering; field

and construction site inspection; adherence to policies and procedures; adherence to terms of contract; adherence to local, state and federal laws; and regulatory compliance.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment)

1. Engineering design, architectural design, construction, and surveying theories and principles.
2. Principles of project development and program management and evaluation.
3. Principles and practices of management and supervision.
4. Principles of capital improvement, cost estimation, and contract administration.
5. Applicable local, state, and federal laws, regulations, codes, policies, and engineering standard practices.
6. Computer applications related to the work, including basic GIS and AutoCad concepts and applications.
7. Advanced math skills, special relationship abilities, and the ability to understand abstract principles of math and physics.
8. Knowledge of the methods used to carry out the responsibilities in the previous section of this announcement.
9. Ability to conduct necessary engineering research and compile comprehensive reports.
10. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public.

MINIMUM QUALIFICATIONS FOR APPLICATION:

1. A Bachelor's Degree in civil, mechanical, or chemical engineering from a fully accredited college or university in the United States.
2. A Master's degree in engineering, architecture, project management, mathematics, physics, chemistry or a closely related discipline from a fully accredited college or university in the United States.
3. Six years of engineering experience.
4. Registration as a professional engineer with a license to practice from the Louisiana State Board of Professional Engineers and Land Surveyors; or Registration as a professional engineer with a license to practice in another state and the ability to obtain such a license in Louisiana within two years from the date of employment.
5. A valid driver's license, an excellent driving record, driving experience, and own a personal vehicle to be used for work.
6. United States Citizenship.

Class Code

Supervisory Forensic Engineer

Title: Supervisory Forensic Engineer

Persons to whom individual reports: First Inspector General for Audit and Review, First Assistant Inspector General for Criminal Investigations, Inspector General.

Duties and responsibilities: The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction.

Salary.....\$92,845.47

DISTINGUISHING FEATURES OF WORK

FLSA Status: Exempt

Supervision Received: Supervision is received through personal conferences, general observations of work in progress, and the review of completed work and reports by a supervisor.

Supervision Exercised: Supervision of equal or lower grade staff may be present on a special basis.

Environmental Factors: An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials. Work is performed in office settings, and at building and constructions sites. Field work is required at construction sites and public works facilities. The employee must possess the mobility to work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals,

risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud. The employee possess the strength and mobility to lift and carry materials and equipment up to 50 pounds, and the vision to read printed materials, blueprints, engineering and architectural plans; and the hearing and speech to communicate in person and over the telephone and radio.

Primary Responsibilities include but are not limited to the following:

1. Review, analyze, investigate, and critique project development plans for compliance with codes, regulations, and standards.
2. Determine the adequacy of applications for permits and compliance with approved plans.
3. Determine applicable codes, regulations, and requirements for assigned projects.
4. Review, analyze, investigate, and critique the preparation of and development of engineering plans and specifications.
5. Review and analyze construction bids, competency of vendors and consultants, and the selection criteria.
6. Review, analyze, investigate, and critique project management of municipal public works projects.
7. Review, analyze, investigate, and critique sewer, water, storm drainage, and street construction projects.
8. Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost, method of construction, and equipment selection.
9. Conducts advanced and complex engineering studies, evaluates alternatives, makes recommendations and writes reports based on this information.
10. Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
11. Prepare technical construction specifications.
12. Perform Civil Engineering duties surrounding the following: public works, buildings, subdivisions, drainage, sewage, water supply, traffic, roads, airport, tunnel, bridge, and environmental systems.
13. Perform Mechanical Engineering duties surrounding the following: mechanical devices, components, engines, transportation equipment and power producing machines.
14. Review, analyze, investigate, and critique changes to engineering standards, policies, and details.
15. Review, analyze, investigate and critique development plans for compliance with adopted engineering standards and good engineering practices.
16. Meet, speak, and provide technical presentations with the general public, developers, landowners, public interest groups, elected and appointed public officials concerning zoning issues, subdivision projects, building projects, engineering regulations, and best practices, standards, and policies.
17. Reviews, analyzes, investigates and critiques complex projects including the project scope; selection of consultants, project managers, architects, and building firms; bid summaries and bid openings; contract negotiation, modification, amendments, disputes, and change orders; preparation and monitoring of project schedules; project design and construction; enforcing terms of the contract; payment processing; budget and expenditures; value engineering; field and construction site inspection; adherence to policies and procedures; adherence to terms of contract; adherence to local, state and federal laws; and regulatory compliance.

18. Supervise and direct a unit of engineers.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment)

1. Engineering design, architectural design, construction, and surveying theories and principles.
2. Principles of project development and program management and evaluation.
3. Principles and practices of management and supervision.
4. Principles of capital improvement, cost estimation, and contract administration.
5. Applicable local, state, and federal laws, regulations, codes, policies, and engineering standard practices.
6. Computer applications related to the work, including basic GIS and AutoCad concepts and applications.
7. Advanced math skills, special relationship abilities, and the ability to understand abstract principles of math and physics.
8. Knowledge of the methods used to carry out the responsibilities in the previous section of this announcement.
9. Ability to conduct necessary engineering research and compile comprehensive reports.
10. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public.

MINIMUM QUALIFICATIONS FOR APPLICATION:

1. A Bachelor's Degree in civil, mechanical, or chemical engineering from a fully accredited college or university in the United States.
2. A Master's degree in engineering, architecture, project management, mathematics, physics, chemistry or a closely related discipline from a fully accredited college or university in the United States.
3. Seven years of engineering experience.
4. Registration as a professional engineer with a license to practice from the Louisiana State Board of Professional Engineers and Land Surveyors; or Registration as a professional engineer with a license to practice in another state and the ability to obtain such a license in Louisiana within two years from the date of employment.
5. A valid driver's license, an excellent driving record, driving experience, and own a personal vehicle to be used for work.
6. United States Citizenship.

Appendix G

DEPARTMENT OF FINANCE
BUREAU OF ACCOUNTING
MEMORANDUM
JANUARY 2008

TO: CERASOLI ROBERT A PAY LOC: 710101

FROM: PAYROLL DEPARTMENT
RE: RECONCILIATION OF 2007 EARNINGS TO W-2

ROBERT A CERASOLI

NEW ORLEANS LA 70112
710101

YOUR 2007 EARNINGS CONSIST OF:

WAGES	42,317.37
AUTO ALLOWANCE	0.00
TOOL ALLOWANCE	0.00
UNIFORM ALLOWANCE	0.00
STATE SUPPLEMENTAL PAY	0.00

SUB TOTAL	42,317.37

PLUS ADDITIONAL TAXABLE BENEFITS:

PERSONAL USE OF A CITY VEHICLE	0.00
FLEXIBLE BENEFITS PROGRAM INCOME	0.00

SUB TOTAL	42,317.37

LESS AMOUNTS WHICH REDUCE TAXABLE INCOME:

DEFERRED COMPENSATION - PEBSCO	0.00
DEFERRED COMPENSATION - EQUITABLE	0.00
DEFERRED COMPENSATION - VALIC	0.00
DEFERRED PENSION	1,692.72
PRE-TAX CITY HEALTH CARE PLAN	0.00
PRE-TAX AMERICAN FAMILY LIFE	0.00
PRE-TAX COLONIAL LIFE AND ACCIDENT	0.00
PRE-TAX TRANSAMERICA - CANCER 125	0.00
FLEXIBLE SPENDING ACCOUNT - MEDICAL	0.00
FLEXIBLE SPENDING ACCOUNT - DEPENDENT	0.00
PRE-TAX BENCOR 401A - PENSION	0.00

T O T A L 2007 W-2 WAGES 40,624.65
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CONTRIBUTION AMOUNTS WHICH MAY BE USEFUL IN FILING TAX RETURN:

CHARITABLE DEDUCTIONS	0.00
HEALTH CARE PLAN DEDUCTION - NOT PRE-TAX	0.00

THIS INFORMATION IS PROVIDED TO ASSIST YOU OR YOUR TAX PREPARER
IN THE PREPARATION OF YOUR 2007 FEDERAL AND STATE OF LOUISIANA
TAX RETURNS.

IF YOU HAVE ANY QUESTIONS CONCERNING YOUR W-2 FORM, PLEASE CALL
AT 658-1545.

