POSITION TITLE: 
Ethics & Compliance Investigator

CONTRACT LENGTH: 
12M

DATE: 11/22/19

DATE OF LAST REVISION: 12/18/19

JOB CODE: AD0920

PAY GRADE: 28

FLSA EXEMPTION STATUS: E

SAP 300010027

Job Family – Administration

JOB SUMMARY
This position will have independent action and decision in conducting investigations into complex or sensitive potentially criminal and/or noncriminal cases. The Ethics and Compliance Investigator will be expected to: conduct investigative interviews of witnesses, informants, suspects, custodians of records, and public and private persons at all levels.

MAJOR DUTIES & RESPONSIBILITIES

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<tr>
<th>List most important duties first</th>
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<td>1. Examines and conducts investigations into allegations of irregularities, fraud, collusion, conflicts of interest, and improprieties on the part of District employees, contractor personnel, or others in connection with District programs.</td>
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<td>2. Investigates any violation of or noncompliance with requirements of District policies, legislation and/or administrative rules and regulations pertaining to the programs administered by the District.</td>
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<td>3. Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated. Researches data through database systems and sorts, retrieves, interprets data to identify information pertinent to investigations, and compiles related reports.</td>
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<td>4. Conducts investigative interviews of witnesses, informants, suspects, custodians of records, and public and private persons at all levels.</td>
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<td>5. Prepares written correspondences, memoranda, reports of investigation, and investigative summaries; providing necessary follow-up to ensure that appropriate corrective actions are initiated and completed.</td>
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<td>6. Assists HISD management in implementing controls to prevent and/or detect fraudulent activities and noncompliance with requirements of District policies.</td>
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<td>7. Provides assistance, guidance and support for other compliance program initiatives as may be requested by the Ethics and Compliance Manager.</td>
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<td>8. Performs other job-related duties as assigned.</td>
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**EDUCATION**
Bachelor's Degree

**WORK EXPERIENCE**
5 to 7 years
Five years of law enforcement experience conducting investigations or five years of experience conducting internal investigations of alleged fraud, waste, and abuse

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Proficient in Microsoft Office (Access, Excel and PowerPoint) and other widely used computer programs; Office Equipment (Computer, Copier)
Excellent written and verbal communication, analytical and computer skills
Certified Fraud Examiner required. If CFE is not already held in good standing, then expected to work toward passing the Certified Fraud Examiner exam within 2 years and obtain the certification credential within the time period used by the governing body, i.e., the Association of Certified Fraud Examiners.
Ability to get from one office location to another.

**LEADERSHIP RESPONSIBILITIES**
No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

**COMMUNICATION/INTERACTIONS**
Collaborate and solve problems – works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**
Regularly assesses and diffuses complex and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD’s policies and guidelines.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Ability to carry and/or lift up to 15 to 44 pounds.