



## INSPECTOR GENERAL

JC: 000207  
PB: IG  
FLSA: Exempt

BU: 95 (Non-Rep)  
Created: November 2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Plans, directs, and manages the independent oversight of all District activities and operations to ensure the effective use of District resources; ensures that the District operates efficiently, effectively, and in compliance with applicable federal and state laws; conducts independent audits and investigations; collaborates with BART's Board of Directors regarding priorities; provides reports of findings to BART's Board of Directors, the California State Legislature, and the public.

### CLASS CHARACTERISTICS

This is an executive level management classification nominated by the BART Board of Directors and appointed by the Governor to serve for an initial four-year term. The Board shall have the option to renew the term at will. This classification oversees the operations and activities of the independent Office of the Inspector General, which detects, investigates and prevents fraud, waste and abuse, and identifies opportunities for efficiencies in the administration of BART programs and operations.

### REPORTS TO

Board of Directors and the California State Legislature.

### EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Establishes an independent office that implements a programmatic process for conducting system wide inquiries / audits that are prioritized in accordance with the District's most critical needs.
2. Assumes full management responsibility for the departmental operations and activities of the Office of the Inspector General, including the examination of the operating practices of the District to identify and prevent fraud, waste, abuse, and opportunities for efficiencies and effectiveness in the administration of BART's programs and operations.
3. Ensures that BART Administration, Board of Directors, and the public are fully informed of the findings of the Office of the Inspector General.
4. Works independently to ensure that inquiries and investigations are conducted without conflicts of interest, while maintaining a professional and collaborative relationship with the Board of Directors, General Manager, other Board Appointed Officers, and District management staff to ensure that

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BART is utilizing its resources as efficiently and effectively as possible and providing the highest quality of service to its customers.

5. Recommends new policies or changes to existing policies after findings in an effort to promote efficiency and effectiveness in programs and operations.
6. Reviews and recommends best practices that the District should follow to maintain positive and productive relations with its employees and the collective bargaining units representing those employees.
7. Advises the BART Board of Directors, as codified in statute, on the District's conformance with federal and state laws to ensure that the District makes effective use of bridge toll and other revenue and operates efficiently and effectively.
8. Determine District-wide goals for the OIG and develop long and short-range plans to attain these goals.
9. Establishes a hotline to receive complaints; investigate complaints and proactively initiates reviews of alleged fraud, waste and/or abuse of District resources; reports to Board of Directors, California State Legislature and other authorities as appropriate.
10. Conducts, supervises and coordinates audits and investigations relating to the district's programs and operations, including, but not limited to, toll-funded programs.
11. Prepares and reviews reports of investigations and audits and distributes to Board of Directors, executive management, and other stakeholders.
12. Stays abreast of new trends, developments and best practices in areas related to investigations; evaluates impacts within the District and integrates into existing procedures of the Inspector General.
13. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures of the Office of the Inspector General and allocate resources accordingly.
14. Selects, trains, motivates and evaluates personnel assigned to the Office of the Inspector General; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures for employees of the Office of the Inspector General.
15. Oversees and participates in the development and administration of the Inspector General department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and within the constraints of the Bay Area Toll Authority's budget as defined in the statute.

## **QUALIFICATIONS**

### **Knowledge:**

- Principles and practices of regulatory auditing and control.
- Principles, practices, tools, and techniques used in the investigation of public corruption, waste of assets, abuse of public trust, and fraud in government.
- Principles and practices of policy development and administration
- Operations of a comprehensive internal and external financial and operational auditing program.
- Principles and practices of general, fund, and government accounting.
- Advanced methods and techniques of public sector auditing.
- Principles and practices of program development and administration.
- Provisions of contractual agreements.
- Principles and practices of capital and operating budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Funding policies of various government entities and commissions.
- Related Federal, State and local laws, codes and regulations.
- Possess considerable experience in evaluating complex programs and operations and an ability to assess results and then develop and implement recommendations for improvements.

### **Skills:**

- Managing a comprehensive, multi-disciplinary auditing program.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Developing and implementing departmental goals, objectives and procedures.
- Analyzing and assessing policies and practices and making appropriate adjustments.
- Reviewing audit work products for quality assurance control.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Preparing clear and concise administrative and financial reports.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Establish and maintain a professional, effective, and collaborative working relationship with other offices within BART.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in business administration, public administration, accounting, finance or a closely related field from an accredited college or university.

### **Experience:**

Eight (8) years of (full-time equivalent) verifiable professional financial, operational, business performance, criminal or administrative investigation, audit or prosecution/defense experience which must have included at least four (4) years of management-level experience or higher.

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**Other Requirements:**

Possession of a valid certificate as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or possession of a Juris Doctorate (JD) from an accredited law school is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEO-1 BART Job Group:** TBD

**Census Code:** TBD

**Safety Sensitive:** TBD