



REVISED: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	INVESTIGATOR RISK
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8074
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Under the direction of the Director of Internal Audit, evaluates, performs and coordinates investigations from any and all sources regarding any matter related to the organization. Supports the work of the department by helping with audits or other investigative work as necessary. Works closely with the audit team to support the work of other departments. Assists in the organization of the work of the anonymous hotline.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Plans, organizes, performs investigative activities (e.g. safety, staff misconduct, fraud, physical abuse/neglect, etc.)
- Conducts interviews, reviews documents, composes summary memos and prepares working papers
- Communicates the results of investigation activities
- Performs investigations of individuals or functions within the organization as determined with supervisor
- Follows up on investigations to ensure satisfactory implementation of needed corrective action
- Assists in the administration of the anonymous hotline for staff and citizen complaints
- Collaborates with internal partners when appropriate (e.g., Compliance, Security, etc.)
- Collaborates with external partners on investigations when appropriate (e.g., police, Child Protective Services, etc.)
- Works with team to support audit functions when necessary
- Works with supervisor to create and implement a risk-based plan to monitor District compliance with federal and state regulations
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs all other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited university
- Certification as a Fraud Examiner (CFE) or three (3) years equivalent workplace experience
- Three (3) years of experience in planning, organizing and performing investigations
- Proficient written and oral communication skills
- Effective active listening skills
- Knowledge and exemplary use of web-based communication tools
- Knowledge of professional development and training
- Effective communication skills

DESIRABLE QUALIFICATIONS
Skill in conflict resolution, mediation, negotiating issues and resolving problems
Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines
General knowledge of Kentucky education statutes
Certification of Risk Management Assurance
Experience in a diverse workplace