



OFFICE OF EXECUTIVE INSPECTOR GENERAL  
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

69 WEST WASHINGTON STREET, SUITE 3400  
CHICAGO, ILLINOIS 60602  
(312) 814-5600

December 20, 2013

Tim Anderson  
Secretary of the Senate  
401 Capitol Building  
Springfield, IL 62706

**Re: Report of Staffing Levels of Bilingual Employees**

Dear Secretary Anderson:

Pursuant to Section 3-20 of the State Services Assurance Act for FY2008 (5 ILCS 382/3-20), please find enclosed a chart containing a list of persons employed by the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) who have voluntarily identified themselves as bilingual, their second (and third) languages, their language level of proficiency, whether they are certified, and if so the name of the certifying agency or organization.

Also, pursuant to Section 3-20 of the State Services Assurance Act for FY2008, please find enclosed copies of position descriptions for these employees.

Finally, the OEIG does not have "frontline staff" positions as defined by the State Services Assurance Act for FY2008. Please contact me at (312) 814-1932 if you have any questions.

Sincerely,

Ricardo Meza  
Executive Inspector General

By: \_\_\_\_\_  
Cole S. Kain  
Chief of Staff and General Counsel

Encl.

**OEIG BILINGUAL EMPLOYEES**

	A	B	C	D	E	F
	NAME	JOB TITLE	LANGUAGE	PROFICIENCY	CERTIFIED	CERTIFYING AGENCY/ ORGANIZATION
1	Bautista, Caty	Executive Assistant	Spanish	Fluent	No	N/A
2	Contreras, Lorena	Administrative Assistant	Spanish	Fluent Translator	Yes	DHS
3	Mavrothalasitis, Spiridoula	Assistant Inspector General	Spanish	Fluent Diploma of Spanish as a Foreign Language-Superior Level	Yes	Ministry of Education Culture & Sport of Spain
4						
5			French	Conversational/ Read/Write	Yes Academic Minor	Northwestern University
6			Greek	Conversational/ Read	No	N/A
7	Ortega, Maria	Investigator	Spanish	Fluent	No Academic Minor	Loyola University Chicago
8	Salinas, Luis	Investigator	Spanish	Conversational	No	N/A

**Office of Executive Inspector General  
Division of Administration  
Position Description  
Executive Assistant**

**POSITION SUMMARY:** Under the direct supervision of the Executive Inspector General (EIG) and/or the Chief of Staff & General Counsel of the Office of Executive Inspector General (OEIG), serves as Executive Assistant. The incumbent is responsible for performing a variety of highly responsible and confidential duties including answering the telephone, preparing correspondence, and prioritizing work flow. This position involves working with information of an extremely sensitive and confidential nature associated with investigations, legal proceedings, human resources, and financial operations of the OEIG.

**ESSENTIAL RESPONSIBILITIES:**

1. Responsible for serving as point of contact, including screening telephone calls in the most professional manner; relaying information to senior management staff and other high ranking officials. Independently responds to inquiries based on the nature and complexity of the inquiry.
2. Develops, types, edits, and proofreads various documents, including correspondence, reports, charts, spreadsheets, and financial records ensuring high standards of accuracy and observing all protocols given the sensitive and legally protected nature of much of these documents. Transcribes audio recordings of subject and witness interviews with accuracy while maintaining confidentiality of the information.
3. Maintains physical and electronic files which includes but is not limited to correspondence, reports, and other sensitive information.
4. Responsible for prioritizing and handling internal and external documents. Determines priority of all requests submitted and ensures concerns are brought to the attention of the appropriate person in order of priority.
5. Maintains personal calendar and contacts in Microsoft outlook, schedules meetings, makes travel arrangements, reviews and prepares travel and other reimbursement documents.

**ADDITIONAL RESPONSIBILITIES:**

1. May serve as a back-up for the Receptionist answering the main telephone lines, directing calls to staff and taking messages. Exercises judgment and discretion in referring callers to appropriate staff depending on nature of call. Independently responds to routine non-technical inquiries about OEIG programs and operations; greets visitors to the Office and directs them to appropriate staff offices or meeting locations.
2. Assists investigators and attorneys in requesting and compiling documentation from a variety of governmental and non-governmental entities and assembling into logical format for utilization in investigations and legal analysis.
3. Assists with case file management by organizing records of information and material contained within investigative files; assists in the quality review of investigative case files to ensure compliance with agency policies and procedures, and collects, identifies, labels and stores evidence.

4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Executive Inspector General and/or Chief of Staff & General Counsel

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- bachelor's degree in criminal justice, government, public or business administration or a related area of study or demonstrated knowledge, skill, mental development and equivalent experience to four years of college;
- two years of professional experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

- sitting or standing for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, teleconference equipment;
- handling and transporting documents weighing up to 30 lbs; and
- standing, reaching, and bending at the waist or bending legs and spine;

**Office of Executive Inspector General  
Division of Investigations  
Position Description  
Administrative Assistant**

**POSITION SUMMARY:** Subject to supervision of management staff of the Office of Executive Inspector General (OEIG), serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including answering the telephone, preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

**ESSENTIAL RESPONSIBILITIES:**

1. Responsible for answering telephone calls, directing calls to staff, and taking messages; exercising judgment and discretion in referring callers to appropriate staff depending on nature of call; independently responding to routine, procedural inquiries about OEIG programs and operations; greeting visitors to the office and directing them to appropriate staff offices or meeting locations.
2. Assists with the initial complaint review process, ensuring that all complaints are entered timely and accurately in the database. Opens and prepares case files from complaints received via in-person delivery, hotline, website, fax, referrals, or other means. Responsible for forwarding incoming complaints that need immediate attention.
3. Provides clerical support and maintains various files, records and logs for supervisors, maintains calendars and coordinates meetings and appointments. Makes travel arrangements as required.
4. Develops, types, edits, proofreads and distributes original correspondence, reports, charts and memoranda; maintains electronic and hard copy files of documents.
5. Assists with file maintenance and organization; makes copies and distributes documentation as directed.
6. Answers hotline calls, documenting requisite information associated with the complaints, and entering information into a log which records all calls.
7. Assists with the coordination and tracking of investigative files.
8. Maintains and updates the OEIG's internal library with relevant state agency policies and procedures.
9. Serves as, or assists, the Telecom, Vehicle and/or Travel Coordinator for the OEIG as required.

**ADDITIONAL RESPONSIBILITIES:** Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Management Staff of the Office of Executive Inspector General

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school;
- minimum of two years of college or business education is desirable;
- prior administrative experience in a public or private organization;

- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

**Office of Executive Inspector General  
Division of Investigations  
Position Description  
Assistant Inspector General**

**POSITION SUMMARY:** Under management direction of the Deputy Inspector General and/or the Supervising Investigator, serves as Assistant Inspector General. The incumbent is responsible for drafting final summary reports for investigative cases conducted by the Office of Executive Inspector General (OEIG) under the auspices of the State Officials and Employees Ethics Act, conducting or assisting with research relating to legal, investigative, disciplinary, and other relevant issues. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

**ESSENTIAL RESPONSIBILITIES:**

1. Responsible for drafting final summary reports for investigative cases conducted under the auspices of the State Officials and Employees Ethics Act including complaints concerning incidents of possible misconduct, malfeasance, or violations of laws, rules or regulations by any officer, employee or appointee in all agencies, boards, and commissions under the jurisdiction of the Governor, Lt. Governor, and the state public universities and all vendors or contractors doing business with these agencies and or universities. Final summary reports include: documentation of allegations, investigative steps taken, evidence adduced, analyses of ethical and legal implications, findings and recommendations for appropriate action.
2. Assists in conducting research relating to legal, investigative, labor, disciplinary and other relevant issues under statutes, rules and regulations; drafts legal memoranda summarizing research.
3. Assists Investigators in development of investigative plans; provides legal guidance and resolution of legal issues that arise during investigations; prepares subpoenas and assists other OEIG legal staff in research. Interviews subjects, eyewitnesses and various other parties regarding information to gather, verify, and/or corroborate evidence, as required; analyzes documentation and data.
4. Ensures compliance with internal and external reporting and other statutory obligations by maintaining case logs, providing input on monthly reports, investigative status reports, and reviewing responses and other documents stemming from the issuance of founded reports.
5. Assists in investigating and issuing revolving door determinations and reviewing the state's hiring practices to ensure compliance with state and federal hiring practices.
6. Directs the preparation of case files for submission to State agency heads, the Illinois Office of Attorney General and Illinois Executive Ethics Commission (EEC); reviews pleadings; testifies before administrative judicatory bodies; attends hearings before the EEC; draft briefs and provides oral arguments before the EEC as required.
7. Assists law enforcement authorities.

**ADDITIONAL RESPONSIBILITIES:** Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Deputy Inspector General and/or Supervising Investigator or Deputy Inspector General and Chief and/or Deputy Chief and Assistant Inspector General

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- prior legal experience in the area of ethics, criminal or labor/employment law is desirable;
- ability to balance multiple concurrent priorities;
- high ethical standards and the ability to work with sensitive and confidential materials;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- flexibility to work independently and in a team environment;
- excellent interpersonal, analytical, research, writing, organizational, and communication skills; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications.

**JOB STATUS:** Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
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- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

**Office of Executive Inspector General  
Division of Investigations  
Position Description  
Investigator\***

**POSITION SUMMARY:** Under direct supervision of the Supervising Investigator and/or the Deputy Inspector General and under the direction of the Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations under the auspices of the State Officials and Employees Ethics Act, regarding complaints received by the Office of Executive Inspector General (OEIG), concerning allegations of misconduct, malfeasance, or violations of laws, rules, or regulations. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limited authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

**ESSENTIAL RESPONSIBILITIES:**

1. Interviews subjects, eyewitnesses, and various other parties regarding information to gather, verify, and/or corroborate evidence.
2. Conducts stationary and mobile surveillance on individuals involved in investigations.
3. Collects, analyzes, and interprets information, documentation, and physical evidence associated with investigations.
4. Documents statements, observations, and evidentiary materials. Prepares case reports on all investigative action taken; ensures that reports are well-written, accurate, concise, thorough, and timely.
5. Maintains records of all information and material pertinent to open investigations; identifies, labels, and stores evidence and ensures the security of all pertinent stored evidence and information gathered during the investigative process. Updates agency systems with investigative information.
6. Interacts with OEIG legal staff and other agencies, boards and commissions under the jurisdiction of the Governor, Lt. Governor, investigative entities within each agency, auditors, Office of the Attorney General, and various law enforcement agencies in order to ensure professional cooperation and investigative efforts; testifies in administrative and criminal court proceedings.
7. Keeps current on agency and state policies, rules, regulations, and statutes.

**ADDITIONAL RESPONSIBILITIES:**

1. May assist in the development and administration of internal or external training presentations.
2. May participate in professional forums, conferences, and associations.
3. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Supervising Investigator and/or Deputy Inspector General or Deputy Chief and Assistant Inspector General and/or Deputy Inspector General and Chief

**\*NOTE:** This position description also applies to the OEIG's Senior Investigator position title. With the exception of those persons who currently hold the position of Senior Investigator, the OEIG will no longer utilize the Senior Investigator position title.

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and equivalent experience to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

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OFFICE OF EXECUTIVE INSPECTOR GENERAL  
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

69 WEST WASHINGTON STREET, SUITE 3400  
CHICAGO, ILLINOIS 60602  
(312) 814-5600

December 20, 2013

Honorable Timothy D. Mapes  
Clerk of the House  
300 State House  
Springfield, IL 62706

**Re: Report of Staffing Levels of Bilingual Employees**

Dear Clerk Mapes:

Pursuant to Section 3-20 of the State Services Assurance Act for FY2008 (5 ILCS 382/3-20), please find enclosed a chart containing a list of persons employed by the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) who have voluntarily identified themselves as bilingual, their second (and third) languages, their language level of proficiency, whether they are certified, and if so the name of the certifying agency or organization.

Also, pursuant to Section 3-20 of the State Services Assurance Act for FY2008, please find enclosed copies of position descriptions for these employees.

Finally, the OEIG does not have "frontline staff" positions as defined by the State Services Assurance Act for FY2008. Please contact me at (312) 814-1932 if you have any questions.

Sincerely,

Ricardo Meza  
Executive Inspector General

By: \_\_\_\_\_  
Cole S. Kain  
Chief of Staff and General Counsel

Encl.

**OEIG BILINGUAL EMPLOYEES**

	A	B	C	D	E	F
	NAME	JOB TITLE	LANGUAGE	PROFICIENCY	CERTIFIED	CERTIFYING AGENCY/ ORGANIZATION
1	Bautista, Caty	Executive Assistant	Spanish	Fluent	No	N/A
2	Contreras, Lorena	Administrative Assistant	Spanish	Fluent Translator	Yes	DHS
3	Mavrothalasitis, Spiridoula	Assistant Inspector General	Spanish	Fluent Diploma of Spanish as a Foreign Language-Superior Level	Yes	Ministry of Education Culture & Sport of Spain
4						
5			French	Conversational/ Read/Write	Yes Academic Minor	Northwestern University
6			Greek	Conversational/ Read	No	N/A
7	Ortega, Maria	Investigator	Spanish	Fluent	No Academic Minor	Loyola University Chicago
8	Salinas, Luis	Investigator	Spanish	Conversational	No	N/A

**Office of Executive Inspector General  
Division of Administration  
Position Description  
Executive Assistant**

**POSITION SUMMARY:** Under the direct supervision of the Executive Inspector General (EIG) and/or the Chief of Staff & General Counsel of the Office of Executive Inspector General (OEIG), serves as Executive Assistant. The incumbent is responsible for performing a variety of highly responsible and confidential duties including answering the telephone, preparing correspondence, and prioritizing work flow. This position involves working with information of an extremely sensitive and confidential nature associated with investigations, legal proceedings, human resources, and financial operations of the OEIG.

**ESSENTIAL RESPONSIBILITIES:**

1. Responsible for serving as point of contact, including screening telephone calls in the most professional manner; relaying information to senior management staff and other high ranking officials. Independently responds to inquiries based on the nature and complexity of the inquiry.
2. Develops, types, edits, and proofreads various documents, including correspondence, reports, charts, spreadsheets, and financial records ensuring high standards of accuracy and observing all protocols given the sensitive and legally protected nature of much of these documents. Transcribes audio recordings of subject and witness interviews with accuracy while maintaining confidentiality of the information.
3. Maintains physical and electronic files which includes but is not limited to correspondence, reports, and other sensitive information.
4. Responsible for prioritizing and handling internal and external documents. Determines priority of all requests submitted and ensures concerns are brought to the attention of the appropriate person in order of priority.
5. Maintains personal calendar and contacts in Microsoft outlook, schedules meetings, makes travel arrangements, reviews and prepares travel and other reimbursement documents.

**ADDITIONAL RESPONSIBILITIES:**

1. May serve as a back-up for the Receptionist answering the main telephone lines, directing calls to staff and taking messages. Exercises judgment and discretion in referring callers to appropriate staff depending on nature of call. Independently responds to routine non-technical inquiries about OEIG programs and operations; greets visitors to the Office and directs them to appropriate staff offices or meeting locations.
2. Assists investigators and attorneys in requesting and compiling documentation from a variety of governmental and non-governmental entities and assembling into logical format for utilization in investigations and legal analysis.
3. Assists with case file management by organizing records of information and material contained within investigative files; assists in the quality review of investigative case files to ensure compliance with agency policies and procedures, and collects, identifies, labels and stores evidence.

4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Executive Inspector General and/or Chief of Staff & General Counsel

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- bachelor's degree in criminal justice, government, public or business administration or a related area of study or demonstrated knowledge, skill, mental development and equivalent experience to four years of college;
- two years of professional experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

- sitting or standing for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, teleconference equipment;
- handling and transporting documents weighing up to 30 lbs; and
- standing, reaching, and bending at the waist or bending legs and spine;

**Office of Executive Inspector General  
Division of Investigations  
Position Description  
Administrative Assistant**

**POSITION SUMMARY:** Subject to supervision of management staff of the Office of Executive Inspector General (OEIG), serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including answering the telephone, preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

**ESSENTIAL RESPONSIBILITIES:**

1. Responsible for answering telephone calls, directing calls to staff, and taking messages; exercising judgment and discretion in referring callers to appropriate staff depending on nature of call; independently responding to routine, procedural inquiries about OEIG programs and operations; greeting visitors to the office and directing them to appropriate staff offices or meeting locations.
2. Assists with the initial complaint review process, ensuring that all complaints are entered timely and accurately in the database. Opens and prepares case files from complaints received via in-person delivery, hotline, website, fax, referrals, or other means. Responsible for forwarding incoming complaints that need immediate attention.
3. Provides clerical support and maintains various files, records and logs for supervisors, maintains calendars and coordinates meetings and appointments. Makes travel arrangements as required.
4. Develops, types, edits, proofreads and distributes original correspondence, reports, charts and memoranda; maintains electronic and hard copy files of documents.
5. Assists with file maintenance and organization; makes copies and distributes documentation as directed.
6. Answers hotline calls, documenting requisite information associated with the complaints, and entering information into a log which records all calls.
7. Assists with the coordination and tracking of investigative files.
8. Maintains and updates the OEIG's internal library with relevant state agency policies and procedures.
9. Serves as, or assists, the Telecom, Vehicle and/or Travel Coordinator for the OEIG as required.

**ADDITIONAL RESPONSIBILITIES:** Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Management Staff of the Office of Executive Inspector General

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school;
- minimum of two years of college or business education is desirable;
- prior administrative experience in a public or private organization;

- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

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- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

**Office of Executive Inspector General  
Division of Investigations  
Position Description  
Assistant Inspector General**

**POSITION SUMMARY:** Under management direction of the Deputy Inspector General and/or the Supervising Investigator, serves as Assistant Inspector General. The incumbent is responsible for drafting final summary reports for investigative cases conducted by the Office of Executive Inspector General (OEIG) under the auspices of the State Officials and Employees Ethics Act, conducting or assisting with research relating to legal, investigative, disciplinary, and other relevant issues. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

**ESSENTIAL RESPONSIBILITIES:**

1. Responsible for drafting final summary reports for investigative cases conducted under the auspices of the State Officials and Employees Ethics Act including complaints concerning incidents of possible misconduct, malfeasance, or violations of laws, rules or regulations by any officer, employee or appointee in all agencies, boards, and commissions under the jurisdiction of the Governor, Lt. Governor, and the state public universities and all vendors or contractors doing business with these agencies and or universities. Final summary reports include: documentation of allegations, investigative steps taken, evidence adduced, analyses of ethical and legal implications, findings and recommendations for appropriate action.
2. Assists in conducting research relating to legal, investigative, labor, disciplinary and other relevant issues under statutes, rules and regulations; drafts legal memoranda summarizing research.
3. Assists Investigators in development of investigative plans; provides legal guidance and resolution of legal issues that arise during investigations; prepares subpoenas and assists other OEIG legal staff in research. Interviews subjects, eyewitnesses and various other parties regarding information to gather, verify, and/or corroborate evidence, as required; analyzes documentation and data.
4. Ensures compliance with internal and external reporting and other statutory obligations by maintaining case logs, providing input on monthly reports, investigative status reports, and reviewing responses and other documents stemming from the issuance of founded reports.
5. Assists in investigating and issuing revolving door determinations and reviewing the state's hiring practices to ensure compliance with state and federal hiring practices.
6. Directs the preparation of case files for submission to State agency heads, the Illinois Office of Attorney General and Illinois Executive Ethics Commission (EEC); reviews pleadings; testifies before administrative judicatory bodies; attends hearings before the EEC; draft briefs and provides oral arguments before the EEC as required.
7. Assists law enforcement authorities.

**ADDITIONAL RESPONSIBILITIES:** Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Deputy Inspector General and/or Supervising Investigator or Deputy Inspector General and Chief and/or Deputy Chief and Assistant Inspector General

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- prior legal experience in the area of ethics, criminal or labor/employment law is desirable;
- ability to balance multiple concurrent priorities;
- high ethical standards and the ability to work with sensitive and confidential materials;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- flexibility to work independently and in a team environment;
- excellent interpersonal, analytical, research, writing, organizational, and communication skills; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications.

**JOB STATUS:** Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
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- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

**Office of Executive Inspector General  
Division of Investigations  
Position Description  
Investigator\***

**POSITION SUMMARY:** Under direct supervision of the Supervising Investigator and/or the Deputy Inspector General and under the direction of the Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations under the auspices of the State Officials and Employees Ethics Act, regarding complaints received by the Office of Executive Inspector General (OEIG), concerning allegations of misconduct, malfeasance, or violations of laws, rules, or regulations. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limited authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

**ESSENTIAL RESPONSIBILITIES:**

1. Interviews subjects, eyewitnesses, and various other parties regarding information to gather, verify, and/or corroborate evidence.
2. Conducts stationary and mobile surveillance on individuals involved in investigations.
3. Collects, analyzes, and interprets information, documentation, and physical evidence associated with investigations.
4. Documents statements, observations, and evidentiary materials. Prepares case reports on all investigative action taken; ensures that reports are well-written, accurate, concise, thorough, and timely.
5. Maintains records of all information and material pertinent to open investigations; identifies, labels, and stores evidence and ensures the security of all pertinent stored evidence and information gathered during the investigative process. Updates agency systems with investigative information.
6. Interacts with OEIG legal staff and other agencies, boards and commissions under the jurisdiction of the Governor, Lt. Governor, investigative entities within each agency, auditors, Office of the Attorney General, and various law enforcement agencies in order to ensure professional cooperation and investigative efforts; testifies in administrative and criminal court proceedings.
7. Keeps current on agency and state policies, rules, regulations, and statutes.

**ADDITIONAL RESPONSIBILITIES:**

1. May assist in the development and administration of internal or external training presentations.
2. May participate in professional forums, conferences, and associations.
3. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Supervising Investigator and/or Deputy Inspector General or Deputy Chief and Assistant Inspector General and/or Deputy Inspector General and Chief

**\*NOTE:** This position description also applies to the OEIG's Senior Investigator position title. With the exception of those persons who currently hold the position of Senior Investigator, the OEIG will no longer utilize the Senior Investigator position title.

**SUBORDINATE POSITIONS:** None

**MINIMUM REQUIREMENTS:**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and equivalent experience to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.