

# Nassau County Office of the Inspector General

## Position: Oversight Specialist

The Nassau County Office of the Inspector General (OIG) is seeking applications for the position of Oversight Specialist. OIG encourages all qualified persons to apply.

The OIG provides independent, objective, and nonpartisan oversight to promote integrity, efficiency and effectiveness in Nassau County government, and to prevent and detect fraud and corruption, with particular emphasis on the County's procurement and contracting processes. The OIG does this through investigations, reviews, audits and other activities.

This is an at-will position.

### **Job Description**

The Oversight Specialist performs a wide range of activities in furtherance of OIG's mission. Work is performed under the supervision of the Inspector General, the Deputy Inspector General, or an Assistant Inspector General. The Oversight Specialist's responsibilities may include:

- Providing observation, oversight and analysis of various aspects of the County's procurement and contracting processes, to help ensure that public funds are spent efficiently, wisely and in an accountable manner, that contracts are awarded in accordance with law and policies, and that decision-making is objective and transparent.
- Participating in investigations, inquiries, inspections, reviews, surveys, and audits, related to allegations of fraud, corruption, waste or abuse, or to the County's contracts, transactions, processes, practices, operations, projects, programs, accounts, and County vendors, personnel, and recipients of County funds.
- Performing vetting of potential County vendors and/or intake and referral of Hotline complaints.
- Participating in multidisciplinary teams, including those conducting systemic reviews or complex and/or sensitive investigations.
- Assisting in formulation of findings and recommendations for changes in County policy or practices.

Tasks and duties may include but not be limited to:

- Developing and executing investigative plans and strategies.
- Participating in development of audit/review objectives and surveys.
- Collecting and analyzing records, data and evidence.
- Performing analytical calculations and reviewing files.

- Developing a clear understanding of, and evaluating, processes, procedures, events, transactions and decision-making.
- Observing the conduct of vendor selection committees.
- Handling intake of Hotline complaints.
- Conducting in-person and telephonic interviews.
- Participating in field work, including site visits, field observations, and surveillance.
- Reviewing financial disclosures, vendor disclosures, and conducting research on entities seeking to do business with the County.
- Documenting activities and analyses via memoranda, reports, workpapers, forms and spreadsheets.
- Preparing detailed reports and memoranda containing findings, conclusions and recommendations.
- Interacting on behalf of OIG with government and nongovernment stakeholders.
- Working individually and with others.
- Protecting confidentiality of information as required.
- Testifying at trials and hearings.
- Other duties as assigned, in support of OIG operations/functions.

### **Qualification Requirements**

- (1) A high school diploma or its educational equivalent and five years of satisfactory full-time experience in the field of investigations, auditing, law enforcement, security, inspection, or a related field; or
- (2) A baccalaureate degree from an accredited college and 2 years of satisfactory full-time experience; or
- (3) Education and/or experience equivalent to “1” or “2” above; and a minimum of 2 years experience conducting investigations of fraud, corruption, waste, or abuse, and/or conducting program or performance audits, assessments or reviews, due diligence inquiries, internal audit, field interviews, evidence collection, research of law, policies and procedures, or data analysis in an Inspector General or other governmental oversight or law enforcement environment.
- Strong written and oral communication skills, including skill in interviewing techniques, the ability conduct meetings, to prepare clear and accurate documentation and to report findings.
- Ability to work both independently and collaboratively.
- Proficiency in Microsoft Office (Excel, Outlook, Word, and PowerPoint) and other widely used computer programs.
- Possess a valid New York State Driver's License.
- Willing to travel within the Long Island/greater New York City metropolitan area.
- Ability to work flexible hours, including nights, weekends, and holidays, as requested.

### **Preferred Skills**

- A degree in public administration, public policy, finance, law, criminal justice, business, or a related field.

- Knowledge of and demonstrated interest in government oversight activities.
- Relevant professional certifications such as Certified Fraud Examiner, Certified Inspector General Investigator and/or Certified Inspector General Auditor.
- Experience working with government agencies and familiarity with governmental operations, policies and procedures, particularly with respect to procurement, contracting, and capital construction.
- Training and experience in interviewing witnesses and complainants and preparing detailed interview memoranda.
- Familiarity with GAGAS, New York Penal Law, and/or Criminal Procedure Law.
- Ability to comprehend and analyze complex issues, complex data, and policy issues.
- Persuasive writing and oral presentation skills to effectively communicate investigative, audit and/or review findings and recommendations in an accurate, objective, and logically structured manner.
- Experience in due diligence vetting or background investigations, particularly of business entities and their principals.
- Experience in corporate or governmental compliance or ethics matters.
- Demonstrated flexibility, and ability to thrive in a dynamic work environment; ability to multi-task in a fast-paced environment.
- Strong interpersonal skills and the ability to interact with a wide variety of stakeholders, including persons at all levels of government.
- Excellent data organizational and time management skills.
- Strong strategic thinking, attention to detail, and the ability to proactively identify key issues.
- Superb judgment.
- Training to maintain a proper chain of custody of evidence gathered during investigations.
- Working knowledge of investigative software applications.
- Proficiency in Internet research including databases and social networking sites.

**Salary Range: \$65,000 - \$85,000**

For consideration, please send resume and cover letter to [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov) with OS in the subject line.

Nassau County Residency Preferred

EOE/MFDV  
 PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE,  
 RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY  
 OTHER NON-MERIT FACTOR