

Job Opportunity – Ethics Investigator III (BU13/SR 24)

The Ethics Commission, City and County of Honolulu, is seeking applications from experienced investigators. The Commission enforces the City's Standards of Conduct in the legislative and executive branches and across all city departments and agencies.

Ideal candidates possess broad knowledge of city functions; investigation experience in a variety of work settings and involving professional and non-professional individuals; and strong organizational, written, and verbal communication skills. Ideal candidates also have experience preparing reports and evidence for attorney review for civil prosecution. Must be flexible, independently productive, able to multi-task, and handle a heavy caseload.

Submit letter of interest, resume, and references to:

Honolulu Ethics Commission
City and County of Honolulu
925 Dillingham Blvd., Rm. 190
Honolulu, Hawaii 96817
e: ethics@honolulu.gov

Scroll down to view the position description.

Note: The Honolulu Ethics Commission is located at 925 Dillingham Blvd.

City & County of Honolulu Position Description

Position No: CC190

1. For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter IV-2, Preparing and Processing Position Descriptions.
2. [General Instructions](#) on completing this form are located on the City's intranet website (cityfyi).
3. This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
4. Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
5. Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
6. To complete processing, submit the completed position description via eforms through appropriate channels. Incomplete forms may be returned for completion.
7. By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
8. ***This position description is not considered official until action is taken by the Director of Human Resources.***

Department of Human Resources Use Only	Allocation:	Investigator III
	Title Code:	070873
	Pay Grade:	SR 24
	Effective:	02/01/2015
	BU:	13 Included
	FLSA:	Non-Exempt
	Other:	N
	Org Code:	0025
	PPD:	10/08/2013
	Reference:	
Appointing Authority:	Charles W. Totto for 01/02/2015	
Classification Approved:	<i>Carolee C. Kuba</i> Director of Human Resources	
Date:	01/22/2015	

Present Title	Investigator II	Department	Corporation Counsel
Present Pay Grade	SR22	Division	Ethics Commission
Present Title Code	070873	Branch	
Position Status	Permanent	Section/Unit	
	F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs	Work Location	715 S. King Street, Suite 211
Immediate Supervisor	Position No.	Title and Pay Grade	
	CC156	Executive Director and Legal Counsel	
Subordinates	Position No.	Title and Pay Grade	
		NA	
Licenses or Certificates required to perform the essential functions of this position	Valid Type 3 Driver's License		
Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.)	Automobile, computer, recorder, copy machine, telephone, binoculars, camera, surveillance equipment and miscellaneous office equipment and supplies. Required to use personal vehicle. Must be able to use Word and Excel.		
Special Work Requirements	May be subjected to verbal and physical confrontations with complainants, witnesses, and other individuals. May be required to work nights, weekends, holidays and overtime.		

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (1) The performance of this function is the reason that the job exists.
- (2) The number of other employees available to perform this function is limited.
- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

#	Description of Duties and Responsibilities	% of Time	ADA Indicator (s)
<p>General Summary: (Describe the overall purpose and objective of this position) Under the direct supervision of the Executive Director/Legal Counsel, this position independently plans, directs, coordinates and conducts confidential investigations of diverse, difficult, complex and sensitive allegations of ethical misconduct, public corruption and fraud alleged against elected and appointed City officers and employees; and performs other related duties as required.</p>			
1.	<p>Independently manages, plans, directs, coordinates and conducts multiple complex and super complex* confidential ethics investigations and enforcement activities simultaneously. Interviews witnesses, and examines electronic and hard copies of documents and summarizes witness statements and documents. Drives to visit island-wide City worksites and scenes to gather evidence and information. Provides rights and responsibilities to witnesses and subjects in investigations.</p> <p><i>**“Complex” cases involve at least 3 and “super complex” cases involve at least 4 of the following factors -- multiple witnesses or witness interviews; multiple subjects; required surveillance; coordination with other agencies or outside investigators; witnesses or subjects at a high government level; voluminous reports or documentation; financial information or contracts; preparation for contested case hearing; participation as a witness in a hearing; significant financial harm to the City; significant impact on public trust in City government; significant impact on behavior of other City officers or employees; personal threats; or similar factors.</i></p>	60%	(1,2)
2.	<p>Conducts fact-based research, analyzes facts, participates in conferences with staff attorneys and makes recommendations whether there is sufficient evidence to prove alleged violations in specific cases. Creates written reports for review by the Commission and the Commission’s attorneys. Maintains work control records, compiles workload data and transmits various correspondence.</p>	15%	(1,2)
3.	<p>Presents investigative reports as a witness before the Commission. Assists in the presentation of witnesses and cases for Commission meetings and contested hearings. Serves various legal instruments.</p>	10%	(1,2)
4.	<p>Develops investigative work standards and internal operating procedures. Recommends actions on personnel and budgetary matters regarding investigations. Keeps abreast of developments in ethics investigations and plans and assists with ethics training programs for City officers and employees.</p>	5%	(1,2)
5.	<p>Functions as liaison and maintains cooperative working relationship with other federal, state, and county law enforcement and regulatory agencies (e.g., Hawaii State Ethics</p>	5%	(1,2)

	Commission, Hawaii State Campaign Spending Commission). Coordinates investigative ethics activities among City departments and also with various City regulatory and law enforcement agencies.		
6.	Oversees and coordinates surveillance by private investigative contractors and/or conducts surveillance of subjects of investigations to observe and document alleged violations.	3%	(1,2)
7.	Performs other duties as required.	2%	