

## California State Auditor

## Duty Statement



<b>Classification - Working Title:</b>	CEA B - Principal Investigator	
<b>Position Number:</b>	339-100-7500-900	<b>Division:</b> Investigations
<b>CBID:</b>	E99	<b>Designated Conflict of Interest Position:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Employee Name:</b>		
<b>Position Description/Duties:</b> Under the general direction of the Chief Deputy State Auditor, the Principal Investigator is responsible for the implementation of the State of California's Whistleblower Protection Act (whistleblower act), a mission critical program of the office and overseeing the operation of the Investigations Division. As a member of the Senior Management Team, the Principal Investigator participates in the development of organizational philosophy and the office's strategic goals, and recommends modifications to improve office policy. Duties include:		
<b>Job Functions - Essential (E) / Marginal (M) Functions:</b>		
35% E	Ensure that all investigations are conducted in accordance with the Investigations Division's Quality Standards. Formulates policies and procedures regarding the division's investigative work including which complaints to investigate, investigative methodologies, when improper activities are considered substantiated, and when to terminate investigations. Approves major case management decisions regarding whistleblower complaints; approves, in consultation with executive management, final disposition of every whistleblower complaint. Reviews and approves correspondence seeking information, requesting assistance or cooperation, or communicating concerns relevant to an investigation. Reviews and approves public reports about investigations. Drafts legislative proposals and meets with legislative staff regarding legislation affecting the whistleblower act.	
30% E	Provides overall direction to division staff including direct supervision of three managers. Plans division staff work that entails reviewing thousands of whistleblower complaints annually received from state employees and members of the public. Assigns major projects and investigations to staff. Implements and monitors relevant performance metrics to ensure that investigations are conducted in an effective and efficient manner. Provides input in the hiring of division staff. Reviews and approves staff performance evaluations. Provides career mentoring to new employees. Ensures training of division staff in proper investigative techniques. Coordinates training efforts and opportunities with the office's training officer.	
10% E	Develops and implements an outreach strategy for informing stakeholders, including legislative members and staff, about the importance of the Whistleblower Act. In addition, solicits periodic feedback from departments and other stakeholders on the effectiveness and efficiency of investigations. Engineers a long-range development of the investigative program.	
10% E	Advises and consults with the State Auditor and Chief Deputy as well as others in the executive office about the investigations program. Provides advice and strategic input to executive management, and assistance to the executive office regarding inquiries made by the Legislature, the press, other government agencies, and the public about investigative matters.	
5% E	Coordinates activities with other units of the office regarding matters of common interest, such as information held by the Investigations Division regarding a state or local public entity subject to audit and requests made under the Public Records Act.	
5% E	Acts on behalf of the State Auditor and represents the office in meetings with state and federal officials and the public regarding the whistleblower act. Testifies before the Legislature and meets with legislative and executive officials regarding the results of investigations.	
5% M	Assists in the development and implementation of the Office's Strategic Plan. Facilitates the achievement of key strategic planning objectives. Tracks the division's progress and provides input and feedback between the executive management team and staff.	
<b>Supervision Received:</b>	Reports Directly to the Chief Deputy State Auditor.	

<b>Supervision Exercised:</b>	Supervises three Fraud Investigator III's, and one Office Technician.
<b>Special Requirements:</b>	None.
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.</li> <li>• Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting.</li> <li>• Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners.</li> <li>• Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.</li> </ul>
<b>Position DS REV Date:</b>	09/2025

### **SIGNATURES**

I have discussed the duties of the position with the employee.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

\_\_\_\_\_  
Incumbent's signature

\_\_\_\_\_  
Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.