

DEPUTY VI INSPECTOR GENERAL

DEFINITION

This position provides assistance to the Inspector General in overseeing and managing audits, investigations, and administrative functions. Planning, organizing, coordinating, and directing all audits and investigations.

The Deputy Virgin Islands Inspector General performs supervisory, administrative, and professional work in executing the agency's mandates, missions, goals, and objectives and is responsible for assisting in providing leadership in coordinating and recommending policies to improve the effectiveness of government operations.

The incumbent is responsible for and participates in the formulation and determination of policy, programs, and activities within the area of supervision. This position requires a confidential relationship to a policymaker.

DUTIES (NOT ALL INCLUSIVE)

- Directs, oversees, and ensures the effective execution of the following functions:
 - Monitoring government programs for waste, fraud, and abuse.
 - Conducting audits, inspections and investigations relating to the programs and operations of the VI Government.
- Oversees and investigate allegations of misconduct or illegal activity within government agencies.
- Coordinates with other law enforcement agencies or government entities.
- Conducts interviews and gathers evidence during investigations.
- Reports findings to the senior officials and making recommendations for corrective action.
- Provides recommendations for improving the effectiveness and efficiency of government operations.
- Testifies before the Virgin Islands Legislature or other bodies on issues related to government operations.
- Informs the public about the results of investigations and audits.

DEPUTY VI INSPECTOR GENERAL

Page: Two

- Refers criminal conduct to the Attorney General for criminal action or civil suit.
- Performs other related duties as required.

FACTORS-1-KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of applicable laws and regulations, including those within the Virgin Islands Code, executive orders, and federal statutes, that pertain to the Office of the Virgin Islands Inspector General and govern government operations, such as local procurement procedures..

Knowledge of all relevant audit and investigative professional standards and guidelines.

Knowledge of administrative and technical reporting procedures used to present findings in a clear, logical, impartial, comprehensive, and concise manner, whether in oral or written form.

Knowledge of the Privacy Act of 1974 and other guidelines concerning the invasion of privacy. Skill in conducting investigations.

Skill in computer operating systems and databases.

Skill in effective verbal and written communication to convey findings and collaborate with various stakeholders.

Ability to maintain strict confidentiality and handle sensitive information with discretion throughout all phases of investigations, ensuring compliance with privacy regulations and protecting the integrity of the investigative process.

Ability to gather, analyze, and present evidence and findings clearly and concisely, including in high- pressure situations.

Ability to pay close attention to detail, think critically and analyze complex audits and investigations, make sound decisions based on findings.

Ability to lead teams, manage resources, oversee the execution of audits and investigations, and collaborate effectively with others while making quick, well-informed decisions.

FACTORS-2-SUPERVISORY CONTROLS

Work is supervised by the Virgin Islands Inspector General who provides overall goals and objectives. Incumbent works independently, exercising authority over audits, investigations and administrative functions, and assists in managing the agency to ensure its mission, goals and objectives are achieved. Work is reviewed through meetings, conferences, and reports to ensure compliance with applicable laws, rules, and regulations.

DEPUTY VI INSPECTOR GENERAL

Page: Three

FACTORS-3-GUIDELINES

Guidelines include the applicable laws within the Virgin Islands Code for the Office of the Virgin Islands Inspector General, executive Orders, department rules and regulations, policies and procedures, manuals, federal laws and regulations, local procurement procedures, directives, and objectives, including applicable audit and investigative professional standards and guidelines

FACTORS-4-COMPLEXITY

Work is complex, requiring a thorough understanding of the law, auditing regulations, and investigative techniques, requiring attention to detail, effective communication, and presenting findings in high-pressure situations. The position requires working closely, as required, with representatives of all three branches of government and with law enforcement agencies and related partners. The role is critical in ensuring that the government organization operates ethically and with integrity.

FACTORS-5-SCOPE AND EFFECT

The purpose of the work is to ensure compliance and oversight in a complex regulatory setting, supporting integrity and ethics within government organizations. Must manage and conduct audits and investigations, and provide clear, concise recommendations to internal and external stakeholders to prevent fraud and mismanagement.

FACTORS-6 PERSONAL CONTACTS

Contacts are the VI Inspector General, Chiefs of Audits and Investigations, VIIG staff, heads of all three branches of government, agencies, boards, policymakers, local, federal, and external audit and investigative partners, and stakeholders. Contacts are initiated in person, by telephone, by email, at meetings and conferences, through written correspondence, and/or verbally.

FACTORS-7 PURPOSE OF CONTACTS

Contacts are made to: (a) coordinate efforts between related government offices to avoid unnecessary duplication of work, (b) coordinate workspace and work activities, (c) provide staff instruction, guidance, and advice, (d) refer criminal conduct to the Attorney General's Office, (e) give advice, issue opinions, (f) seek advice, (g) hire personnel, and (h) keep higher level officials informed about problems and deficiencies related to government programs and operations.

FACTORS-8 PHYSICAL DEMANDS

Work is primarily sedentary but includes standing, walking, and traveling to sites and attending meetings at various locations.

DEPUTY VI INSPECTOR GENERAL

Page: Four

FACTOR 9- WORK ENVIRONMENT

Work is performed in an office setting, with occasional off-site fieldwork conducted outdoors.

MINIMUM QUALIFICATIONS

Master's Degree from an accredited college or university in Accounting, Business Administration, Finance, Criminal Justice, Law, or a closely related field, supplemented by twelve (12) years of progressively responsible professional work experience in auditing and white-collar investigations.

OR

Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, Criminal Justice, Law, or a closely related field, supplemented by fourteen (14) years of progressively responsible professional work experience in auditing and white-collar investigations.