COUNTY OF ORANGE
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555
http://www.ocgov.com/hr

INVITES APPLICATIONS FOR THE POSITION OF:

OIR Investigations Manager

SALARY
$38.68 - $68.75 Hourly
$3,094.40 - $5,500.00 Biweekly
$6,704.53 - $11,916.67 Monthly
$80,454.40 - $143,000.00 Annually

ISSUE DATE: 05/29/20

FINAL FILING DATE: 06/21/20

THE POSITION

OIR Investigations Manager
(Administrative Manager II)

This position is scheduled to receive salary range increases on the following dates:
Effective July 3, 2020 – 2.5% increase
Effective July 2, 2021 – 2.5% increase
Effective July 1, 2022 – 3.0% increase

Mandatory Employee Retirement Contributions will decrease on the following dates:
Effective July 3, 2020 – 1.2% decrease
Effective July 2, 2021 – 1.2% decrease
Effective July 1, 2022 – 0.5% decrease

Salary may be negotiable within the range listed above, based on position requirements and
OPEN TO THE PUBLIC

This recruitment is being held to establish an open eligible list to fill current and future Administrative Manager II vacancies within the County of Orange. The eligible list established may also be used to fill similar and lower level classifications throughout the County of Orange.

DEADLINE TO APPLY

Qualified applicants are encouraged to apply immediately, as the recruitment will close on Sunday, June 21, 2020 at 11:59 PM (PST).

THE COUNTY

The County of Orange is a regional service provider and planning agency whose core businesses include public safety, public health, environmental protection, regional planning, public assistance, social services and aviation.

OFFICE OF INDEPENDENT REVIEW (OIR)

The Office of Independent Review (OIR) acts as an independent resource and counsel for the County of Orange Board of Supervisors to monitor and provide oversight to the Orange County Sheriff’s Department, the Office of the District Attorney, Office of the Public Defender, Probation Department, and the Social Services Agency with a focus on identifying and addressing systemic issues.

THE OPPORTUNITY

The OIR seeks an impartial and knowledgeable professional to serve as an Investigations Manager. Under the supervision of the Executive Director, the position plans and conducts reviews of the County departments within the jurisdiction of the OIR.

Key duties and responsibilities include, but are not limited to:

- Assessing specific incidents occurring in relevant County departments which may be the result of systemic issues
- Gathering and analyzing relevant information, reviewing policies, and practices
- Interacting with and interviewing members of the public and County employees
- Making recommendations to improve County processes and organizations

DESIRABLE QUALIFICATIONS AND CORE COMPETENCIES

The ideal candidate will possess four (4) or more years of experience in conducting complex investigations and writing public reports, including two (2) years of experience conducting independent fact-gathering and analysis in a government or non-profit setting. An advanced degree in Law, Public Administration, Public Policy, Criminal Justice, or a related field is highly desirable.

The ideal candidate's application will demonstrate extensive experience, knowledge, and ability in the following core competencies:
Technical Experience and Knowledge

- Demonstrate experience in conducting complex investigations, writing public reports, and conducting independent fact-gathering and analysis in a government or non-profit setting
- Possess an advanced degree in Law, Public Administration, Public Policy, Criminal Justice, or a related field
- Knowledge of Federal, State, and local laws that affect the performance and operations of law enforcement and social service agencies
- Ability to write and edit complex investigation reports
- Understand how to use a variety of software programs and electronic technology
- Ability to maintain strict confidentiality

Interpersonal Skills | Problem Solving

- Understand how to accurately identify relevant issues, impacts and solutions
- Demonstrate exceptional judgment and discretion
- Exhibit departmental and County perspective in dealing with various issues

Strategic Thinking | Analytical

- Make sound and timely decisions based on ethical principles and limited, complex, or contradicting information
- Ability to work well under pressure and in a politically sensitive environment
- Ability to be flexible and successfully juggle competing priorities

Effective Communication

- Demonstrate exceptional interviewing, written, and verbal communication skills
- Ability to gather, understand, interpret, analyze, and effectively communicate complex information to County employees and the public
- Present ideas and complex material clearly, concisely, logically and persuasively orally and in writing

MINIMUM QUALIFICATIONS
Click here to view the minimum qualification for the Administrative Manager II.

RECRUITMENT PROCESS
Human Resource Services (HRS) screens all application materials for minimum and/or desirable qualifications. After screening, applicants who meet the minimum and/or desirable qualifications will be referred to the next step in the recruitment process. All applicants will be notified via email of their status in the process.

Structured Oral Interview | SOI (Weighted 100%)
Candidates will be interviewed and rated by an oral interview panel of job knowledge experts. Each candidate's rating will be based on responses to a series of questions designed to elicit the candidate's qualifications for the job. Only the most successful candidates will be placed on to
the eligible list.

**Based on the Department's needs, the selection procedures above may be modified.** Candidates will be notified of any changes in the selection procedures.

**Eligible List**
Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to selection interview to be considered for present and future vacancies.

**ADDITIONAL INFORMATION**

**EMAIL NOTIFICATION**
Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

**NOTE:** User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at [www.governmentjobs.com](http://www.governmentjobs.com).

**FREQUENTLY ASKED QUESTIONS:**
Click [here](http://www.governmentjobs.com) for additional Frequently Asked Questions.

**Questions?** For specific information pertaining to this recruitment, contact Freddy Jimenez at 714-480-2863 or by email at [Freddy.Jimenez@occr.ocgov.com](mailto:Freddy.Jimenez@occr.ocgov.com).

**EEO INFORMATION**

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
[http://www.ocgov.com/hr](http://www.ocgov.com/hr)
OR
333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8012MA-0520-017 (O)
OIR INVESTIGATIONS MANAGER
FJ
OIR Investigations Manager Supplemental Questionnaire

* 1. Which of the following best describes your professional work experience in conducting complex investigations in a government or non-profit setting?
   - Four (4) or more years of experience
   - Less than four (4) years of experience
   - No Experience

* 2. In reference to question #1, please describe your professional work experience in conducting complex investigations in a government or non-profit setting. If you have no experience, please write No Experience.

* 3. Which of the following best describes your professional work experience in conducting independent fact-gathering and analysis in a government or non-profit setting?
   - Two (2) or more years of experience
   - Less than two (2) years of experience
   - No Experience

* 4. In reference to question #3, please describe your professional work experience in conducting independent fact-gathering and analysis in a government or non-profit setting. If you have no experience, please write No Experience.

* 5. Describe in detail your professional work experience in authoring public reports. Include in your response, your scope of role and responsibilities and your years of experience doing such. If you have no experience, please write No Experience.

* Required Question