



DENNIS J. HERRERA
City Attorney

INVESTIGATOR – PUBLIC INTEGRITY AND INVESTIGATIONS TEAM

The San Francisco City Attorney's Office is an innovative, nationally-recognized municipal law office working to protect and advance the rights and interests of San Francisco residents.

The City Attorney's Office is an equal opportunity employer committed to creating a positive, respectful, diverse, and inclusive work environment. The Office welcomes and encourages qualified applicants of all backgrounds.

Position: The Office's Public Integrity and Investigations Team seeks a qualified and highly-motivated investigator for a full-time position.

About the Public Integrity and Investigations Team: The Public Integrity and Investigations Team supports the work of Deputy City Attorneys throughout the Office on all variety of matters, including litigation defense, code enforcement, affirmative litigation, and employee discipline. Among many other things, the Investigations Team investigates whistleblower allegations of wrongdoing and works with client departments to investigate employee misconduct.

Responsibilities: The investigator will have primary responsibility for investigating employee misconduct in concert with the Labor and Employment Team and the Head Attorney for Public Integrity. The investigator will investigate whether employees at City departments have violated City law or policy and write reports of investigative findings that may be used to support discipline or termination. The investigator must be prepared to testify about their findings in arbitration or litigation. The investigator will also be expected to locate witnesses, serve legal process, attend task force inspections, and work directly with Deputy City Attorneys to prepare matters for trial or resolution.

Desired Qualifications:

- Ability to gather evidence both in the field and through online databases
- Ability to prepare for and conduct investigative interviews, including interviews of complainant, witness, and subject employee
- Ability to interview witnesses who are represented by union or legal counsel
- Strong analytical writing skills and the ability to write reports of investigative findings that apply rules and policies to proven facts
- Strong oral communication skills and the ability to testify in arbitration and court proceedings
- Strong interpersonal skills and a positive attitude
- Ability to exercise good judgment, multi-task, and meet deadlines
- Experience in human resources, labor relations, audits, or the legal profession

Other information: Investigators are represented by the Professional and Technical Engineers, Local 21. Information about compensation and benefits can be found here: <http://citidex.sfgov.org/cgi-bin/dhr/findClass.cgi?class=8151&title=&salaryRange=&exempt=&fifthStepEntry=&unionOnly=>

Application: If you are interested, please submit your resume and cover letter to george.cothran@sfcityatty.org and specify that you are applying for the Public Integrity and Investigations Team investigator position. Applicants who advance in the selection process must submit three writing samples and three references.