



DAVID CHIU  
City Attorney

## **INVESTIGATOR – PUBLIC INTEGRITY & INVESTIGATIONS TEAM**

The San Francisco City Attorney's Office is looking for a qualified and motivated Investigator to join its Public Integrity and Investigations Team.

### **About the Office**

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 the City and County of San Francisco and its residents. With just over 300 talented, dedicated, and diverse employees, the Office provides exceptional legal services to the City's Mayor, Board of Supervisors, officials, and departments. Our work empowers City leaders with effective, responsive, and creative legal representation so they can deliver critical public services. Our affirmative litigation strives to protect and enhance the well-being of San Francisco's residents and visitors.

The Office recognizes that diversity in the backgrounds, ideas, and lived experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain, and promote capable individuals representing the full spectrum of our community, and we welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, age and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of talented people want to come and stay, and where employees feel welcomed, engaged, and valued for their work and contributions to the Office and the City.

To learn more about the City Attorney's Office please visit: <https://www.sfcityattorney.org/>

To learn more about the Office's efforts to provide a welcoming, diverse, equitable, and inclusive workplace please [click here](#).

### **About the Public Integrity and Investigations Team**

The Public Integrity and Investigations Team supports the work of Deputy City Attorneys throughout the Office on a variety of matters, including litigation defense, code enforcement, affirmative litigation, and employee discipline. Among many other things, the Team investigates whistleblower allegations of wrongdoing and works with client departments to investigate employee misconduct. The Team is made up of one attorney, ten investigators, and one legal assistant.

### **Investigator Position and Responsibilities**

The Team is specifically seeking an investigator who will have primary responsibility for investigating employee misconduct in concert with the Office's Labor and Employment Team and the Head Attorney for Public Integrity. The investigator will investigate whether employees

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at City departments have violated City law or policy and write reports of investigative findings that may be used to support discipline, up to and including 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 other resolution.

**Minimum Qualifications**

- California driver's license and good driving record.
- Two or more years of experience in investigations or human resources.

**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, witnesses, and subject employee.
- Ability to effectively interact with union or legal representatives attending interviews.
- Strong analytical and writing skills and the ability to prepare investigative reports that effectively support factual findings and link those to conclusions about rule and policy violations supported by established facts.
- Strong oral communication skills and the ability to testify in arbitration, administrative and court proceedings.
- Strong interpersonal skills and a positive attitude.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to exercise good judgment, multi-task, and meet deadlines.
- Experience in human resources, labor relations, audits, or the legal profession.
- Bachelor's degree from accredited university.

**Salary and Benefits**

The Investigator position has a 5-step salary scale ranging from \$108,264 \$131,534. The successful candidate will be placed at a salary step based on years of experience and additional relevant degrees, certifications, credentials, or skills. The City offers robust health, retirement, and other benefits. For more information please visit: <https://sfdhr.org/benefits-overview>. Investigators are represented by the International Federation of Professional & Technical Engineers, Local 21, which has a Memorandum of Understanding with the City that can be found at [MOU](#).

**COVID-19 Vaccination Required as a Condition of Employment**

The City and the Office are committed to the health and safety of our employees. Under the City's Vaccination Policy, all City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment.

**Application**

To apply for this position, please submit your resume and cover letter by January 19, 2022 to <https://smrtr.io/7G8d9>.