

**EXHIBIT A**

| <b>INSPECTOR GENERAL</b>   |               |                  |  |                       |          |
|--|---------------|------------------|--|-----------------------|----------|
| <b>Job Group</b>   | <b>EXEMPT</b> |                  |  | <b>Job Class Code</b> |          |
| <b>Job Series</b>  | <b>EXEMPT</b> |                  |  | <b>SOC Code</b>       |          |
| <b>Pay Plan</b>  |               | <b>Pay Grade</b> |  | <b>EEO Category</b>   | <b>1</b> |
| <b>GENERAL STATEMENT</b>   |               |                  |  |                       |          |
| <p>The Office of the Inspector General (OIG) exists to detect, deter and prevent corruption, fraud, waste, mismanagement, unlawful political discrimination and other misconduct at the Metropolitan Water Reclamation District of Greater Chicago (District). The Inspector General is responsible for directing, planning, organizing, and carrying out the responsibilities of the Office of Inspector General.</p>   |               |                  |  |                       |          |
| <b>ESSENTIAL JOB FUNCTIONS</b>   |               |                  |  |                       |          |
| <p>Essential job functions are fundamental, core functions common to positions in a classification. They are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are designed to be descriptive and not restrictive, incumbents may complete one or all the job duties listed or tasks of similar kind not specifically listed here.</p> <ul style="list-style-type: none"> <li>• Establish the OIG and hire the initial staff to carry out the mission.</li> <li>• Design, implement and maintain policies, procedures and fraud detection tools for the OIG.</li> <li>• Direct the day-to-day operations of the OIG.</li> <li>• Manage and oversee complex, confidential investigations where warranted based on either complaints or well-founded suspicion of waste, fraud, abuse or corruption; issue document requests, record review requests and subpoenas; provide counsel on investigative plans and strategies; assist with interview plans; conduct interviews; gather evidence to initiate legal action.</li> <li>• Review reports of suspected fraud and misconduct to determine need for further investigation.</li> <li>• Prepare and/or review written reports of investigative findings and recommendations.</li> <li>• Issue quarterly reports to the Board of Commissioners and Executive Director concerning results of investigations undertaken by the OIG.</li> <li>• Maintain appropriate confidentiality with respect to investigative files and proceedings.</li> <li>• Represent the OIG in public and with official contacts; provide testimony regarding investigations at the Civil Service Board, with other administrative bodies, or in court.</li> <li>• Directs the preparation and administration of the OIG budget.</li> <li>• Assign, supervise and review work of OIG personnel; manage all personnel activities for the OIG including hiring, training and development, promotion, performance evaluation, and discipline.</li> </ul> |               |                  |  |                       |          |
| <b>OTHER JOB FUNCTIONS</b>   |               |                  |  |                       |          |
| <ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>   |               |                  |  |                       |          |
| <b>ENVIRONMENTAL CONDITIONS</b>  |               |                  |  |                       |          |
| Typical office environment. May use standard office and computer equipment.  |               |                  |  |                       |          |
| <b>DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES</b>   |               |                  |  |                       |          |
| <ul style="list-style-type: none"> <li>• Extensive knowledge of current investigative practices, tools and techniques used in the investigation of public corruption, waste of government assets, abuse of public trust and fraud in government.</li> <li>• Knowledge of civil codes, laws, statutes, ordinances and precedents governing the District.</li> <li>• Knowledge of the principles and practices of the law in Cook County, the State of Illinois and the United States, including rules of evidence and court procedures.</li> <li>• Skill in organizing, directing and supervising the activities of professional staff engaged in confidential investigative activities.</li> <li>• Ability to conduct and oversee complex investigations involving fraud, theft, deception and conspiracy.</li> <li>• Ability to handle highly confidential and sensitive information.</li> <li>• Ability to express oneself clearly, concisely and persuasively, orally and in writing.</li> <li>• Ability to effectively handle speaking requirements of the position, including court appearances.</li> </ul>   |               |                  |  |                       |          |

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| <b>INSPECTOR GENERAL</b>  |      |                     |      |
|---|------|---------------------|------|
| <b>MINIMUM REQUIREMENTS</b>   |      |                     |      |
| Graduation from an accredited law school with a Doctor of Law (Juris Doctor) degree and licensed to practice law in any state within the United States. Ten years of federal, state or local government experience as an attorney or judge. At least five years of this experience must relate to conducting or adjudicating complex investigations such as those involving allegations of fraud, theft, deception or conspiracy. |      |                     |      |
| <b>DESIRABLE QUALIFICATIONS</b>   |      |                     |      |
| <ul style="list-style-type: none"><li>• Designation as a Certified Inspector General by the Association of Inspectors General.</li><li>• Licensed to practice law in the State of Illinois.</li><li>• Admission to practice before the U.S. District Court of the Northern District of Illinois.</li></ul>  |      |                     |      |
| <b>ESTABLISHED</b>  | 1/25 | <b>LAST UPDATED</b> | 1/25 |