

# Missouri Department of Transportation Job Description

**Job Title:** Investigation Manager

**Title Code:** R04016

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** Central Office – Audits and Investigations

**Effective Date:** 06-15-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The investigation manager plans, conducts, supports, and supervises investigations of allegations of criminal conduct, administrative mismanagement, conflicts of interest, corruption, fraud, waste, abuse, and ethical violations by department employees, contractors, and grant recipients; supervises investigations of employee grievances and internal and external Equal Employment Opportunity (EEO) complaints. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in criminal justice, law enforcement, or related field.
- Six years of experience in investigations or interviewing witnesses.

## **Special Working Conditions/Job Characteristics**

- Job requires regular travel and occasional, statewide, overnight travel.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in investigation and mediation methods, employment law, data analytics, market analysis, statistical analysis, economics, business law, accounting, and technical writing.

## **Examples of Work**

1. Plans, leads, conducts, supports, and supervises investigations of allegations of fraud, waste, abuse, criminal conduct, administrative management, conflicts of interest, corruption, employee misconduct, ethical violations by department employees, contractors, and grant recipients; works with local, state, and federal law enforcement agencies regarding these allegations.

2. Plans, leads, conducts, supports, and supervises investigations into internal EEO complaints, external EEO complaints filed with the Equal Employment Opportunity Commission (EEOC), the Missouri Commission on Human Rights (MCHR), and Title VII discrimination complaints; coordinates responses by entities such as municipal or county governmental bodies that receive federal funds.
3. Makes work assignments and provides direct supervision, guidance, and direction to investigators, intermediate investigators, senior investigators, and clerical staff; ensures investigations are conducted in a timely, accurate, efficient manner within legal boundaries of federal and state laws and regulations.
4. Provides guidance on investigative techniques, sources of information, applicable laws, regulations, and policies; establishes performance standards, writes performance reports, provides training, and identifies training needs.
5. Receives and responds to inquiries and complaints from employees, supervisors, managers, legislators, public officials, and citizens regarding grievances, EEO, fraud, waste, and abuse complaints.
6. Provides technical advice assistance and support to business unit leaders, division directors, human resource managers, and supervisors regarding investigative procedures.
7. Provides briefings to senior management and the Missouri Highways and Transportation Commission regarding investigations in the absence of the director of audits and investigations.
8. Maintains liaison with federal, state, and local law enforcement agencies, as well as professional and regulatory organizations and unions.
9. Conducts investigations and interviews witnesses and subjects; assists prosecutors in the preparation of cases, and testifies at hearings or other legal proceedings as necessary.
10. Maintains administrative records, case files, and investigative databases.
11. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
12. Performs other responsibilities as required or assigned.