

# Missouri Department of Transportation Job Description

**Job Title:** Audits and Investigations Administrator

**Title Code:** R04134

**Salary Grade:** 12

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

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

**Effective Date:** 09-01-2025

**Replaces (Effective Date):** 06-15-2025

## **General Summary**

The audits and investigations administrator manages the investigations section responsible for conducting investigations into fraud, waste and abuse, and other illegal acts and wrongdoing; the construction contract monitoring function; investigations of employee grievances and Equal Employment Opportunity (EEO) complaints; the conflict mediation process; and assists with the management of the internal/external and motor carrier audit functions. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in accounting, criminal justice, finance, law enforcement, or related field.
- Eight 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, mismanagement, conflicts of interest, corruption, employee misconduct, and/or 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 employee grievances, and internal and external EEO complaints filed with the Equal Employment Opportunity Commission or the Missouri Commission on Human Rights, and Title VII discrimination complaints; coordinates responses by entities such as municipal or county governmental bodies that receive federal funds.
3. Manages the conflict mediation process for the department.
4. Provides direct management of the construction contract monitoring function.
5. Assists in the day-to-day management of the internal/external and motor carrier audit units' functions; assists in the development of the annual audit plan, including performing a risk assessment and recommending audits to be performed; reviews audits to ensure compliance with auditing standards; and ensures the audit manual, audit policies and practices are current with Government Auditing Standards and publications.
6. Makes work assignments and provides direct supervision, guidance, and direction to division employees and ensures investigations are conducted in a timely, accurate, efficient manner within legal boundaries of federal and state laws and regulations.
7. 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.
8. Receives and responds to inquiries and complaints from employees, supervisors, managers, legislators, public officials, and citizens regarding grievances, EEO complaints, fraud, waste, abuse, criminal conduct, mismanagement, conflicts of interest, corruption, employee misconduct, and/or ethical violations by department employees, contractors and grant recipients.
9. Signs investigative reports, referrals, and audit reports in the absence of the division director, and provides briefings to the Missouri Highways and Transportation Commission (MHTC), MHTC Audit Committee, MoDOT Director, executive staff, and other senior management regarding investigations and audits in the division director's absence.
10. Confers with and advises the division director on the division budget, performance measures, and operational matters.
11. Provides technical advice, assistance, and support to district engineers, division directors, business unit leaders, human resource managers, and supervisors regarding investigative procedures.
12. Conducts investigations and interviews witnesses and subjects; assists prosecutors in the preparation of cases, and testifies at hearings or other legal proceedings as necessary.
13. Maintains liaison with federal, state, and local law enforcement agencies, as well as professional and regulatory organizations and unions.

14. Oversees the maintenance of administrative records, case files, and investigative databases.
15. Performs supervisory responsibilities.
16. Performs other responsibilities as required or assigned.