



# HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

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## **POSITION DESCRIPTION: INVESTIGATOR**

### **I. INTRODUCTION**

Article XIV of the Hawaii State Constitution provides that public officers and employees must exhibit the highest standards of ethical conduct. To this end, Article XIV mandates that the legislature adopt a code of ethics applicable to all appointed and elected officers and employees of the State. The Hawaii State Ethics Commission (“Commission”) administers and enforces this code of ethics as set forth in Hawaii Revised Statutes (“HRS”) Chapter 84 (“State Ethics Code”).

The Commission also administers and enforces the Lobbyists Law, HRS Chapter 97, which prescribes registration and reporting requirements for lobbyists and organizations that engage in lobbying activities at the state level.

The Commission employs an Executive Director and Associate Director, three staff attorneys, a computer specialist, and three secretaries. The Commission’s employees are full-time and exempt from HRS Chapter 76 (Civil Service Law), and serve at the pleasure of the Commission pursuant to HRS section 84-35.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Under the direction of the Executive Director, the Investigator performs the following duties:

#### **A. Investigate Cases**

1. Independently conducts investigations within the scope of the Ethics Commission.
  - a. Assumes full responsibility for performing investigations characterized by their complex nature and broad scope.
  - b. Receives and analyzes complaints and allegations to:
    - i. Identify the issues involved and the types of evidence that will be sought in each case.
    - ii. Determine the priority, scope, timing and direction of the investigation.

- iii. Develops an investigative plan designed to obtain evidence or facts.
  - c. Gathers facts, develops information, and recovers evidence needed to prove or disprove allegations of wrongdoing by:
    - i. Developing investigative leads based upon fragmentary information;
    - ii. Locating and interviewing complainants, witnesses, or other individuals pertinent to investigations;
    - iii. Identifying and questioning subjects and witnesses and obtaining statements;
    - iv. Cultivating and using information and other sources of information;
    - v. Obtaining, examining, and analyzing records, documents, or other information relevant to Commission investigations;
    - vi. Observing or surveillance of principals/witnesses;
    - vii. Using photographic, video, audio or other specialized equipment to record evidence; and
    - viii. Verifying information obtained to establish the accuracy, credibility, and authenticity of facts or evidence.
  - d. Prepares investigation summaries and reports:
    - i. Presents findings in clear, logical, impartial, and properly documented investigative reports for use in Commission proceedings or other disposition.
    - ii. Transcribes witness interviews where necessary.
  - e. Conducts follow-up investigations of cases as directed.
- 2. Serves subpoenas.
- 3. Maintains effective working relations with other government and private agencies.
- 4. Acts as a liaison between the various governmental agencies.

## **B. Presents Evidence at Administrative/Judicial Proceedings**

1. Presents evidence at administrative/judicial hearings regarding investigations and investigative findings.
2. Testifies in person and/or in writing in clear, logical, and impartial fashion for use in administrative and/or judicial proceedings.

## **C. Other Duties**

1. Attends training conferences, seminars, workshops, etc., to keep abreast of current law enforcement methods and techniques.
2. Assists the Executive Director in establishing policies and procedures for best practices relating to investigations.
3. Prepares other reports as required.
4. Performs other related duties as required.

## **III. CONTROLS OVER THE POSITION**

**Supervisor.** Pursuant to HRS section 84-35, serves at the pleasure of the Commission. Reports to the Commission's Executive Director. Subject to periodic performance evaluations by the Executive Director.

**Full-time employment.** Shall dedicate the necessary time and effort to perform all duties described herein on a full-time basis. Shall not engage in any part-time or other employment that conflicts, detracts, or prevents the performance of all required duties in a prompt and efficient manner.

**Standards of Conduct.** Shall comply with the standards of conduct for state employees pursuant to HRS Chapter 84, the State Ethics Code. Shall file an annual financial disclosure statement in accordance with HRS section 84-17(c)(3). Shall comply with all state, county, and federal laws in conducting investigations.

**Prohibition from political activity.** Pursuant to HRS section 84-35.5, shall not take an active part in political management or in political campaigns during the term of office or employment.

#### IV. **MINIMUM QUALIFICATION REQUIREMENTS**

In accordance with HRS section 78-1(c), shall be a citizen, national, or permanent resident alien of the United States, or eligible under federal law for unrestricted employment in the United States; and shall become a resident of the State within thirty days after beginning employment as a condition of eligibility for continued employment.

Shall have the following:

- **Basic Education/Experience:** Bachelor's degree from an accredited four-year college or university or equivalent experience.
- **Specialized Experience:** Progressively responsible professional investigative experience demonstrating:
  - o initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts and other pertinent data;
  - o the ability to think logically and objectively, to analyze and evaluate facts, evidence and related information, and arrive at sound conclusions;
  - o skill in written and oral reports and presentation of investigative findings in a clear and concise manner;
  - o tact, discretion, and capacity for obtaining the cooperation and confidence of others.
- Integrity, honesty, trustworthiness, and ability to maintain confidentiality of information acquired.
- Excellent oral and written communication skills.
- Knowledge of search and seizure laws, investigative report writing, principles and practices of investigation, interviewing and interrogating methods and techniques.
- Ability to plan, organize, and conduct investigative tasks; deal effectively with the public and other staff; write clear and concise reports; interpret and enforce laws, rules and regulations; secure, evaluate, and analyze data and information, prepare case records.
- Ability to operate various types of visual and audio recording equipment.

- Basic computer skills and ability to use Microsoft Word, Excel, Outlook.
- Strong interpersonal skills.
- Willingness and ability to travel to neighbor islands to conduct investigations.

**V. RECOMMENDED QUALIFICATIONS**

- Significant experience assisting with litigation, working with attorneys, and presenting evidence to judges, juries, and/or other adjudicatory bodies.
- Knowledge of rules of legal evidence.
- Knowledge of state government organization and interagency relationships.
- Familiarity with state ethics laws.
- State Driver's License and access to an automobile preferred.

**VI. APPLICATION PROCESS**

Please submit a resume and cover letter to [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org). Qualified applicants will later be asked to submit a writing sample and list of references.

Applications will be reviewed on a rolling basis, with priority given to applications submitted on or before Friday, September 30.

Please feel free to e-mail ([ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)) or call (808-587-0460) with any questions.

9/22/16