

BOARD INVESTIGATOR

NATURE OF WORK IN THIS CLASS:

Performs complex investigative work involved in the enforcement of the Guam Professional Engineers, Architects and Land Surveyors (PEALS) Board's laws, rules and regulations.

An employee in this class plans, organizes and conducts investigations covering business entities and individuals that are suspected of committing unlawful engineering, architecture or land surveying design and construction practices. The results of the investigations are used to make or invoke PEALS Board sanctions, administrative judgments, and penalties.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Plans, organizes and conducts the investigations of business entities and individuals suspected of committing unlawful engineering, architecture or land surveying design and construction practices.

Investigates complaints filed by consumers on engineering, architecture land surveying and construction management work; gathers, analyses evaluates and determines facts; formulates recommendations for administrative judgments, sanctions or penalties appears before a court of law as a government witness in disputed cases; interviews witness, victims, and suspects; obtains documentary and testimonial evidence; takes statements under oath; collects and preserves evidence.

Investigates for fraud or deceit in obtaining certificate of registration or certificate of authorization; reviews for gross negligence, incompetence or misconduct, violation of professional conduct.

Conducts work site examinations and investigations of all on-going design and construction activities to ensure that construction projects are properly designed and documented by a licensed individual and are in compliance with applicable laws, rules and regulations.

Maintains files and prepares investigative reports and evidence to substantiate allegations.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of investigation.

Knowledge of the rules of legal evidence relative to the collection, preservation and identification of evidence.

Ability to plan, organize and conduct investigations.

Ability to understand civil engineering, architectural and land surveying principles.

Ability to interpret, apply and make decisions in accordance with laws, rules and regulations.

Ability to gather facts and information through interview, research, observation and examination of the records and maintain confidentiality.

Ability to read and understand construction contracts, drawings, blueprints, maps and related documents.

Ability to maintain records and prepare investigative reports.

Ability to work effectively with others.

Ability to communicate effectively.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A. Two years of work experience involved in the investigation of business entities and individuals for unlawful construction practices and graduation from a recognized college or university with a Bachelor's degree in criminal justice, public or business administration, political science or related field; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license.

ESTABLISHED: OCTOBER 2005

AMENDED:

PAY GRADE: L

HAY EVALUATION:	KNOW HOW:	E12	175
	PROBLEM SOLVING:	D3 (33%)	57
	ACCOUNTABILITY:	D1C	66
	Total:		298



VERNON P. PEREZ
Executive Director
Civil Service Commission