



WHISTLEBLOWER PROGRAM INTERNSHIP

Our internship program is an educational and professional opportunity for masters-level students to gain a challenging and exciting experience in local government. Interns will dive into higher level, impactful work that will expand their understanding of an elected City Auditor's office and the complexities of a large California municipality.

About the Oakland City Auditor's Office

Oakland's elected City Auditor works for and reports to the residents of Oakland. The Office of the City Auditor conducts audits of all areas of City government, provides analysis of upcoming City legislation, and oversees the City's Whistleblower Program. To learn more about the Office of the City Auditor, visit: www.oaklandauditor.com/.

About the Whistleblower Program

The Whistleblower Program is a 24/7 confidential hotline for City employees, contractors, residents, and others to report suspected fraud, waste, and abuse in the City of Oakland. It aims to foster the highest standard of ethical behavior and acts as a critical deterrent against fraud, waste or abuse of City resources.

What Is This Internship About?

As an intern, you will be assisting the [Whistleblower Program Manager](#) perform the following duties:

- Examine allegations of fraud, waste, and abuse that may involve misconduct or may be criminal in nature; plan appropriate investigative strategies and approaches to determine if the allegations are valid; maintain case files; coordinate with law enforcement officials and the Office of the City Attorney as appropriate during investigations.
- Examine a wide variety of documentary evidence such as bank records, financial records, systems of internal control, email messages, contractor records, and other relevant information.
- Assess whether City operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Ideal Candidate

A graduate level student in accounting, public policy, economics, forensic science, data analysis, business administration, criminal justice or a related field.

Desired Qualifications

- Analyze and compile information, facts, and data; resolve problems; prepare written reports including results of investigations and recommendations for resolution and/or corrective action.
- Interpret and apply laws, regulations, administrative policies, and procedures.
- Communicate effectively verbally and in written form.
- Work in a confidential environment and maintain discretion.

Office of the City Auditor, 1 Frank H. Ogawa Plaza, City Hall, 4th Floor, Oakland 94612

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- Utilize personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications; and fraud detection, monitoring, and data analytical tools and related software applications.

Hours, Start & End Dates

12-30 hours per week; flexible. Minimum commitment of 3-4 months.

To Apply

Please send a letter of interest and resume with “Whistleblower Program Intern 2019” in the subject line to Dena L. Shupe, DShupe@oaklandca.gov no later than **September 30, 2019**.