



State of Minnesota Position Description

Office of the Inspector General

Position Description A

Employee's Name:

Position Control Number:

Agency/Division: Office of the Inspector General

Activity:

Classification Title: Inspector General

Working Title: Inspector General

Prepared by: Colleen Krohn

Appraisal Period:

Signatures

Employee Signature _____ Date signed _____

(this position description accurately reflects my current job)

Supervisor Signature: _____ Date signed _____

(this position description reflects the employee's current job)

Position purpose

The Inspector General (IG) leads and operates the Office of the Inspector General (OIG) as an independent oversight entity within the executive branch, responsible for safeguarding the integrity, accountability and transparency in the operations of state executive branch agencies and programs. The position establishes and enforces statewide standards for fraud prevention and investigative practices, conducts and coordinates inspections and program integrity investigations across agencies and ensures that all findings, actions and operations are documented through robust public reporting systems.

The IG is also responsible for establishing and administering a newly created statewide oversight office, ensuring compliance with statutory timelines, professional standards and legislatively mandated reporting requirements. Beginning January 1, 2028, the IG may establish a law enforcement bureau at the agency.

This position is established in the Statutory Unclassified service and serves a five-year term pursuant to Minn. Stat. § 15E.10(d).

Reportability

Reports to: Governor

Supervises: TBD - based on org chart development

All Office of Inspector General staff (classified appointments), including investigators, auditors, analysts, legal counsel, administrative staff, and embedded staff placed in partner agencies through interagency agreements.

Dimensions:

Budget: The Office of the Inspector General has the following statutory appropriations:

- \$2,139,000 in FY 2027
- \$6,562,000 in FY 2028 (base)
- \$6,562,000 in FY 2029 (base)

The Inspector General has full authority to determine staffing structure, allocate resources, and oversee all expenditures necessary to fulfill statutory duties.

Clientele: Governor, Executive branch leadership, State agencies and agency Inspectors General, Departments administering major public services and benefits (Education, Human Services, Children, Youth & Families, Health, IT Services), Law enforcement and prosecutorial partners at the state, local, and federal levels; Local governments and school affiliated entities administering state-funded programs, Legislative oversight bodies, committees, and staff; Private entities, contractors, and service providers receiving or managing state funds; Individuals and organizations receiving state-funded benefits or services; Internal OIG staff and contracted external reviewers; Members of the public reporting concerns of fraud, misuse or program irregularities.

Position Description B

Employee's Name:

PCN:

1. Principal Responsibility

Direct the operations, personnel, and administrative systems of the Office of the Inspector General to establish and sustain an independent statewide oversight entity that ensures accountability, integrity and compliance across all executive branch programs.

Priority A

30% of time

Discretion A - The IG exercises full independent authority over agency structure, staffing, legal strategy and operational systems with no external approval required.

Task Statements

- A. Establish and direct the OIG's organizational structure, governance systems and operating frameworks in accordance with chapter 43A.
- B. Oversee the recruitment, selection, supervision and performance management of OIG staff.
- C. Hire and direct legal counsel to manage all legal matters affecting OIG operations.
- D. Implement internal controls, compliance mechanisms, and professional standards as promulgated by the Association of Inspectors General or other recognized bodies to preserve the OIG's independence, objectivity, and nonpartisanship.
- E. Manage resources and priorities, including budgeted appropriations, to ensure the financial stability of the organization. Build and maintain operational readiness, including facilities, technology systems and administrative infrastructure.

Performance Indicators

1. The OIG is fully operational by September 1, 2027.
2. An annual staffing report is submitted February 1, 2028, detailing authorized positions, filled positions and anticipated staffing needs.
3. Successful completion of required external quality assurance reviews (years 2 and 4 of each IG term).
4. The OIG meets professional standards issued by the Association of Inspectors General or other recognized bodies.

2. Principal Responsibility

Develop and enforce statewide standards for agency inspector general operations to ensure consistent, effective and accountable investigative and fraud-prevention practices across all executive agencies.

Priority A

15% of time

Discretion A - The IG has exclusive statewide authority to create and mandate standards that all agency inspectors general must adopt and comply with.

Task Statements

- A. Develop and issue statewide standards governing investigative practices, information sharing, program integrity assessments and agency IG operations.
- B. Direct agency inspectors general adoption and implementation of OIG standards.
- C. Conduct formal compliance assessments and determine adherence to required standards.
- D. Identify deficiencies and issue mandated corrective actions to agency leadership.

- E. Track and verify corrective action implementation until complete resolution.
- F. Require and review agency legislative updates regarding unresolved findings.

Performance Indicators

- 1. All agency inspectors general adopt OIG-issued standards within required timelines.
- 2. Annual report includes compliance review findings and implementation status.
- 3. Agencies provide required annual legislative updates until corrective actions are fully resolved.

3. Principal Responsibility

Conduct independent inspections, evaluations and investigations of state programs, local governments and private recipients of state funds to detect fraud, misuse and systemic weaknesses and to ensure proper stewardship of public funds.

Priority A

25% of time

Discretion A - The IG independently determines when and how to conduct investigations and may use subpoenas or seek court-ordered fund freezes without agency approval.

Task Statements

- A. Plan and execute independent inspections, evaluations, and investigations across state agencies and publicly funded entities.
- B. Direct coordinated investigative strategies across agencies and jurisdictions. Assign lead agency roles and delineate investigative responsibilities for multi-agency cases. Oversee OIG staff embedded within partner agencies.
- C. Initiate independent investigations when agency activities are inadequate or delayed.
- D. Exercise statutory subpoena, inspection and inquiry authority to secure records, testimony and information.
- E. Pursue court orders to freeze or withhold public funds when supported by reasonable suspicion of fraud or misuse.
- F. Coordinate due process notifications and protections for individuals not implicated in alleged misconduct.
- G. Develop and issue investigative reports detailing findings, conclusions and recommended corrective actions.

Performance Indicators

- 1. Investigative findings and corrective actions published according to statutory requirements.
- 2. Investigations demonstrate focus on fraud detection and compliance with federal and state law.
- 3. Public investigative reports issued as required by statute.

4. Multi-agency investigations coordinated effectively without compromising integrity.

4. Principal Responsibility

Direct the development and strategic use of statewide data, analytics and intelligence capabilities to strengthen fraud prevention, detection, investigation and enforcement across the continuum of OIG oversight work, and in close partnership with other agencies. Priority B

10% of time

Discretion A - The IG independently directs statewide coordination but must collaborate with agencies that retain primary program authority, creating some shared constraints.

Task Statements

- A. Establish the vision, strategy and governance framework for OIG data and analytics capabilities, ensuring alignment with the office's statutory duties and investigative priorities; partner with other agencies to execute that vision.
- B. Direct the development of data infrastructure, analytic tools and risk-detection models that enable proactive prevention and early identification of fraud, misuse and systemic vulnerabilities across state programs.
- C. Oversee the analytics staff in translating investigative and oversight needs into data products, dashboards and intelligence that inform inspections, investigations and enforcement decisions, including statewide complaint-tracking, exclusion databases and fraud-reporting tools.
- D. Lead statewide fraud intelligence sharing. Establish data-sharing frameworks and agreements with state agencies, other units of governments, and enforcement partners to enable cross-program fraud detection while ensuring compliance with the Minnesota Government Data Practices Act and federal privacy requirements. Negotiate, implement, and monitor interagency agreements with DHS, DCYF, MDH, MDE and BCA.
- E. Ensure data quality, security and classification standards are maintained across all OIG systems. Develop and maintain process for relevant agencies to submit final investigative reports on fraud or misuse to the OIG.

Performance Indicators

1. OIG data and analytics strategy established and operational in alignment with office startup timelines.
2. Risk-based analytic capabilities demonstrably inform the selection and prioritization of inspections and investigations.
3. Data-sharing agreements executed with partner agencies in compliance with applicable data practices requirements.
4. OIG data systems meet state security and data classification standards.

5. Interagency agreements and other required agreements are executed by statutory deadlines (MDE after Jan 1, 2027; DHS/DCYF/MDH by Dec 31, 2027).
 6. Multi-agency investigations coordinated effectively without compromising integrity.
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5. Principal Responsibility

Issue referrals, fraud alerts and exclusion list determinations to enable timely enforcement actions and prevent ongoing misuse of public funds by high-risk individuals or entities.

Priority A

10% of time

Discretion A - The IG alone decides when to issue referrals, fraud alerts and fund freezes and maintains the exclusion list without needing agency authorization.

Task Statements

- A. Evaluate investigations and determine appropriate enforcement or referrals (civil, criminal, administrative).
- B. Maintain enforcement partnerships with BCA, Attorney General's Office, federal agencies and the Anti-Fraud and Waste Bureau (to be established).
- C. Issue fraud alerts to agency heads upon identifying credible allegations.
- D. Seek or recommend court orders to freeze or halt public funding when necessary to protect state resources.
- E. Maintain and regularly update the statewide exclusion list.
- F. Ensure agencies have continuous access to accurate exclusion list information.

Performance Indicators

1. Referrals processed and documented according to statutory requirements.
 2. Fraud alerts issued promptly and tracked for agency response.
 3. Exclusion list maintained in a current, accurate, accessible format.
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6. Principal Responsibility

Maintain statewide fraud reporting and complaint-tracking systems to ensure reliable, transparent documentation of allegations, investigative decisions and statewide integrity trends.

Priority A

5% of time



Discretion B - The IG oversees public reporting and complaint systems but relies on staff, structured processes and statutory reporting requirements that guide operational decisions.

Task Statements

- A. Operate and maintain statewide fraud reporting tools including anonymous reporting options.
- B. Record, classify, and track all allegations, complaints, screening decisions and referrals.
- C. Analyze complaint data to identify trends and systemic risks.
- D. Coordinate with the OLA and appropriate agency head on a potential fraud alert process.
- E. Prepare and publish required public reports summarizing investigations and findings.
- F. Submit annual reports to the Legislative Inspector General Advisory Commission (to be established).
- G. Provide required data to the legislative auditor.

Performance Indicators

- 1. Complaint tracking tools capture all statutorily required elements.
- 1. Annual non-pursued investigation report issued by December 1 each year.
- 2. Annual report submitted and publicly posted in compliance with Minn. Stat. 15E.25.

7. Principal Responsibility

Provide independent legislative and policy recommendations to strengthen statewide program integrity, improve efficiency and reduce vulnerabilities to fraud and misuse.

Priority A

5% of time

Discretion A - The IG independently identifies systemic vulnerabilities and recommends reforms directly to policymakers based on investigative findings.

Task Statements

- A. Analyze investigative findings and statewide trends to identify policy gaps.
- B. Develop and communicate legislative proposals to the Governor, legislative committees and agency leaders.
- C. Assess the potential impacts of proposed policy or regulatory changes.
- D. Advise policymakers on opportunities to improve integrity, efficiency, effectiveness and prevent fraud.

Performance Indicators

- 1. Recommendations included in the IG’s annual report.
- 2. Recommendations supported by investigative or evaluative findings.
- 3. Legislative or policy changes contribute to measurable improvements in program integrity.

Position Description C

Employee's Name:

PCN:

NATURE AND SCOPE

The Inspector General leads a statewide independent office responsible for oversight of all executive branch agencies, local governments administering state funds, and private entities receiving state funding. The role oversees statewide program integrity, establishes investigative standards, conducts and coordinates investigations, issues fraud alerts, manages an exclusion list, administers complex interagency agreements and ensures public reporting and transparency. The position operates with substantial independence and broad statutory authority, including subpoena power, authority to seek court orders and responsibility for directing investigations across multiple jurisdictions.

RELATIONSHIPS

The Inspector General must build and maintain strong, professional relationships rooted in independence, credibility, and trust. This includes fostering collaborative working relationships with executive agencies, law enforcement partners, legislative staff, the OLA, local government entities and private organizations while clearly maintaining the office's impartial oversight role. The position requires skill in navigating sensitive or high-stakes situations, negotiating interagency agreements, facilitating information sharing and coordinating joint investigations without compromising investigative integrity. Effective communication, diplomacy, and the ability to engage diverse stakeholders ranging from state officials to members of the public submitting complaints are essential to securing cooperation, ensuring compliance with statutory authority and reinforcing public confidence in the Inspector General's work.

STATUTORY MINIMUM REQUIREMENTS

- Hold a bachelor's or higher degree in criminal justice, public administration, law or a related field.
- Have at least ten years of professional experience in auditing, investigations, law enforcement, program integrity or a related discipline.
- Possess a professional certification from the Association of Inspectors General (Certified Inspector General or Certified Inspector General Investigator).
- Demonstrate commitment to public service integrity and provide public disclosure of prior professional opinions or actions that may influence approach to the role.

The following individuals are not eligible for appointment within five years of service: commissioners or agency heads, deputy commissioners or agency heads, governors or legislators, any person elected to public office other than governor or legislator.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of:

- Inspector general professional standards (AIG or equivalent)
- Investigative methodology, forensic auditing and fraud detection
- State program funding structures, statutory requirements and administrative rules
- Data classification and privacy laws, including Minnesota Government Data Practices Act
- Interagency investigative protocols and law enforcement processes
- Federal and state program integrity requirements

Skills in:

- Independent judgment and decision-making
- Managing complex investigations across multiple agencies
- Executive-level leadership, communication, and policy development
- Evaluating agency performance and implementing system-level improvements
- Coordinating with law enforcement, prosecutors and federal partners
- Public reporting, data transparency and risk communication

Ability to:

- Build a results-oriented team and culture that centers accountability and operates under the highest of ethical standards throughout all investigative work
- Operate with full independence from state agencies
- Issue subpoenas and manage legal processes aligned with statutory authority
- Direct multidisciplinary teams in high-risk, high-visibility investigations
- Navigate sensitive political and interagency issues while remaining impartial
- Protect confidential information and apply data practices requirements
- Establish rigorous, statewide standards that agencies are required to follow

PROBLEM SOLVING AND CREATIVITY

The Inspector General addresses complex, high-impact problems involving fraud, misuse of public funds and systemic weaknesses across state programs. In addition to overseeing sensitive and often multi-jurisdictional investigations, the IG must design and stand up a new statewide oversight office, establishing foundational structures, staffing, standards and systems. The role requires sophisticated judgment to discern credible allegations from incomplete or conflicting information; determine when to issue subpoenas; when to seek court orders to freeze public funds; and when to independently initiate or escalate investigations, particularly in environments involving overlapping jurisdictions or conflicting priorities. The Inspector General must also identify and address systemic program weaknesses, emerging vulnerabilities and evolving fraud risks across agencies and programs. Because the office plays a central role in safeguarding government integrity, problem

solving requires balancing rigorous oversight with transparency, fairness and independence in order to maintain and strengthen public trust. Creativity and strategic thinking are essential to developing new processes, interagency agreements, investigative approaches and statewide practices that reinforce accountability and protect public resources.

FREEDOM TO ACT

The position operates with substantial independence. The Inspector General is empowered by statute to issue subpoenas, compel testimony, require records, conduct investigations, seek court orders to freeze funds, issue fraud alerts and operate outside direction from executive or legislative authorities except as required by enacted law. All agencies, political subdivisions, and private entities receiving state funds must fully cooperate with the Inspector General. The IG's work is guided by professional standards and subject to external quality assurance reviews in years two and four of each five-year term.

The position operates with substantial independence and broad statutory authority. The Inspector General reports directly to the Governor and is not subject to direction or interference from any executive or legislative authority except as required by enacted law. The IG has full discretion to issue subpoenas, compel testimony, require production of records, conduct independent investigations, seek court orders to freeze or halt public funds, issue fraud alerts, and make civil, criminal, or administrative referrals.

All executive agencies, political subdivisions, and private entities receiving state funds are legally required to fully cooperate with the IG's inquiries. The IG may independently act even when another agency has primary investigative authority and may petition district court to enforce compliance or address obstruction. The role also carries accountability obligations, including adherence to professional standards and participation in mandatory external quality assurance reviews in years two and four of each five-year term, along with statutory limits such as deference to certain agency authorities and restrictions on investigating local education policy decisions. This combination of broad authority, mandated cooperation and structured oversight ensures both independence and accountability in safeguarding public integrity.