



ILLINOIS DEPARTMENT OF
 CENTRAL MANAGEMENT SERVICES

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MEMORANDUM

TO: Agency Personnel Managers in Agencies Using Internal Auditors
 FROM: *Ch* Christine L. Flatt, Manager, Bureau of Personnel
 DATE: July 3, 1990
 SUBJECT: New Internal Auditor Trainee and Revised Internal Auditor Series

The new Internal Auditor Trainee class and the revised series have been approved by Civil Service Commission action with an effective date of June 16, 1990.

The entry level of the Internal Auditor series has been selected for inclusion in the employee Upward Mobility Program wherein qualifying State employees may complete the appropriate credentials for this profession.

This new Trainee class replaces use of the Accounting and Fiscal Administration Career Trainee, which was adopted by the Upward Mobility Program as a certificate title last year. Because the Internal Auditor series continues to require candidates with professional degree backgrounds, this new class will be included in the Upward Mobility Program as a credential title. The class has been developed with an added general examination option to permit the appropriate screening of candidates who were previously accommodated on the Governmental Career Trainee class.

Those employees who are in existing trainee programs and targeted to an internal auditor classification may complete their required training on the existing classifications, such as Governmental Career Trainee and Accounting and Fiscal Administration Career Trainee. However, future candidates should be selected using the new Internal Auditor Trainee classification.

You may wish to set up new positions for the Internal Auditor Trainee to accommodate future staffing needs, and work with your chief internal auditor on the preparation of a Trainee Program document (CMS form 705). You should also review your existing position records and trainee program documents to assure that they are consistent with the revised Internal Auditor series. If you have any questions on this, please contact our Agency Services Division.

Two copies of the Internal Auditor series are enclosed. Please share the extra copy with your Chief Internal Auditor.

Enclosures

cc: Chief Internal Auditor

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EMPLOYEE SERVICES
 DEPT. OF CONSERVATION

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SERIES
INTERNAL AUDITOR SERIES

	<u>SPEC. CODE</u>	<u>POSITION CODE</u>
<u>INTERNAL AUDITOR TRAINEE</u>	0290	21726
<u>INTERNAL AUDITOR I</u>	0291	21721
<u>INTERNAL AUDITOR II</u>	0292	21722
<u>INTERNAL AUDITOR III</u>	0293	21723
<u>INTERNAL AUDITOR IV</u>	0294	21724
<u>INTERNAL AUDITOR V</u>	0295	21725

Effective: 06-16-90

Series Inclusions

The Internal Auditor class series includes professional positions responsible for the independent, formal review, analysis and evaluation of the effectiveness of an agency's statewide internal operations and controls. Such positions serve top management in an agency, reporting directly to the chief executive officer of the agency or through supervisory internal audit staff to the chief internal auditor, who in turn reports to the chief executive officer of the agency. Through the internal audit process, management is provided with information as to the agency's operational effectiveness, as well as to the areas of inefficiency and non-compliance with policies and regulations. Internal auditing is a function regulated by Statute in agencies required by the Governor to have a full-time program of internal auditing. External Auditing, as done in mixed internal/external auditing positions, is included in the Internal Auditor series when 1) those auditors report to the chief internal auditor and when 2) their duties include both internal and external auditing. The internal and external audit work should be coordinated to ensure adequate audit coverage and to minimize duplicate efforts.

Series Exclusions

This series does not include positions which perform specialized auditing outside the direct control and supervision of the chief internal auditor. Auditing work which is defined by other classification series such as the Financial Institution Examiners, Unemployment Insurance Auditors, and Revenue Auditors is not subsumed by the Internal Auditor series, although it is not unusual for Internal Auditors to conduct financial and compliance audits of grantee service providers.

Positions in an internal audit program which require a specialized background and expertise and which are not directly involved in the entire audit process should be considered for placement in occupationally specific classes. For example, engineers and data processing analysts may be used as technical consultants and methods and procedures advisors may be used to prepare work flow charts.

Series Discussion of Terms

The audit function is the term used to encompass all internal auditing operations and external auditing as defined above, including the staff responsible for conducting the audits, their goals, and their activities. The audit function is directed by the chief internal auditor of the agency.

An audit plan is prepared annually by internal audit management and is approved by the director of the agency. This plan identifies the entities to be audited and the objectives of each audit.

The internal auditing program requires that all major systems are to be reviewed once every two years. Designs of new systems and major modifications of present electronic data processing systems are to be reviewed by internal auditors to insure that the systems provide for adequate audit trails and accountability. The chief executive officer of each designated State agency is to include a two year plan of audits for the pending fiscal year. The chief internal auditor provides a written report by September 30th of how the audit plan for that year was carried out noting significant findings and the extent of changes implemented based upon previously recommended changes.

The audit process is the actual performance of the audit. The auditor examines evidence in order to reach conclusions about an operation under review.

The audit scope identifies the type of audit being performed and the parameters of the audit. There are basically four types of audits and a single audit may encompass elements of one or more of these types: financial, compliance, economy and efficiency, and effectiveness. Both the objectives of the audit and what is actually being audited distinguishes the type of audit. Financial accounts, documents and statements are audited in a financial audit, to determine their accuracy, integrity, and fair presentation. In a compliance audit, the auditor determines whether an entity is adhering to or conforming with laws, regulations, policies, and procedures. Acquisition, control and utilization of personnel, facilities, materials, and resources are evaluated during audits for economy and efficiency. Audits for economy and efficiency are frequently referred to as operational audits.

Audits for effectiveness are normally directed at program results. The auditor's attention is directed to programs, projects and activities (actual and potential) to measure such things as progress, success and impact. Audits for effectiveness are often called program audits.

For each specific audit, audit guidelines are prepared which identify the objectives of the audit, the scope, and the actual steps to be taken in conducting the audit. The audit guidelines provide an auditor with a direction regarding conduct of the audit, and provide a written record for the working papers to demonstrate that the audit was:

- o planned in accordance with the objectives of the audit, and
- o performed in accordance with generally accepted auditing standards through use of appropriate procedures especially designed for the audit.

Upon completion of the audit an audit report is prepared to furnish a written record of the audit process. The audit report normally identifies what was done; communicates auditor's observations regarding conditions noted; and recommendations for corrective action (if appropriate).

Maximum audit emphasis is directed to those elements and aspects most susceptible to manipulation and mismanagement. Internal auditors are not assigned ongoing responsibility for managing agency programs or operations, since to do so would compromise the capacity of the internal auditor to provide an objective, independent assessment of all agency operations. In particular the auditor reviews and evaluates:

1. Agency operations in regard to the adequacy and efficiency in achieving the agency's goals.
2. The soundness, adequacy and use of operational (including financial) controls toward the goal of effective control at reasonable cost.
3. The reliability and integrity of reporting systems.
4. Agency operations deemed inappropriate resulting from actions by employees which are believed to be fraudulent.
5. The agency's compliance with local, State and Federal statutes and regulations, agency policies, plans and procedures, and good business practices.

A Major and Complex Agency is an agency ranking near the top of those agencies having a chief internal auditor, in the areas of annual budget, total employees, number of internal auditing staff and with complexity of audits because of numerous and interacting statutes and regulations, and because of impact of decisions.

The Internal Auditor series recognizes different levels of analytical and communications skills required to perform audits of varying complexities. There are four kinds of audit complexities within an audit program:

1. Routine audits of simply structured programs where the audit procedures are straightforward and uncomplicated, fact gathering using basic research and the findings and recommendations are minor. There are few questioned costs, and they require only a fundamental ability for audit analysis and report writing. These audits check for basic compliance with stated procedures given by law or regulation. Simple audits are characterized by small size of organizations, small dollar value, good internal controls, no prior audit problems and one contract. Typical examples are: Office Supply Fund pricing policies and internal controls, special audits of Communications Revolving Funds expenditures and selected master contracts, travel vouchers, reviews of timekeeping procedures with attendance records, Highway Safety Grant Audits, and small day care providers.

2. Routine audits of complex programs. These audits would use past audit work plans for the same functions, and would be performed according to formulated audit guidelines, although the program audited is a complex program involving an audit trail through several divisions in an agency and activities, records or documentation of several interacting units or functions. This requires an analytical ability to interrelate the identified processing or function weaknesses in one area of the program with control aspects of the total program. It requires perception and communication skill that can, in the context of complex program interaction, clearly state the real problems (and not just symptoms of the problems), the causes of these problems, the risk exposures and recommended action that allows management to take the recommended corrective action with the assurance that such action will be necessary, effective and adequate. Typical examples would be: resolution of subgrantee audits with administrative findings and routine deficiencies done annually with little or no change, an audit of more than one contract in a medium organization or an audit of several divisions in a large sized organization having good controls and having a good accounting system, financial and compliance audit of an agency's revolving funds.
3. Non-routine audits of simply structured uncomplicated programs in one area in one agency. These audits are usually required because of suspected problems in the program. The audit approach required is one that challenges almost all assumptions. This requires an analytical ability to make creative association of identified program weaknesses so as to anticipate larger uncovered risks. It also requires a perception and communication skill that, although dealing with relatively simple programs, allows for the possibility of complex solutions, and can simply and vividly state these problems, the risk exposures, and recommended action that allows management to completely and realistically correct the problem by managerial action suggested by the auditor. Typical examples would be an audit of overtime abuse, of suspected fraud or mismanagement in agency. Each audit requires different audit procedures.
4. Non-routine audits of complex programs. These are usually required because of known or suspected problems of programs which involve the complex interacting of several units, processes, function, and departments. It requires the utmost in analytical skills that challenges all assumptions, cross-relates challenged assumptions across programs, units or functions to anticipate larger risks, and is able to relate identified processing or function weaknesses with all other assumptions and control aspects of the entire program. It requires the perception and communication skill that can, in the context of complex program oriented operations, simply and clearly state the real problems, the causes of these problems, the risk exposures and recommended action that allows management to take recommended corrective action that is necessary, effective and adequate. Examples would include audits in new areas in large organizations with large dollar amount and/or suspected problem areas, fraud or mismanagement, involving several units or divisions or even several agencies and several different statutes and regulations.

An internal auditor can be held accountable for an entire internal audit function, i.e., chief internal auditor of an agency, a particular part of the audit function, an entire audit, or a particular phase of an audit. The more comprehensive the audit responsibility is, the greater need there is for: 1) demonstrated knowledge of the agency's structure and operation, 2) organization and 3) independence. The one responsible for the entire audit (and all the more so for one responsible for the entire audit function) has a far heavier responsibility than one reviewing an audit process. The one responsible for the entire audit function is responsible for what was not looked into and what was not found and was not included in the audit report, and carries the ultimate responsibility regarding the effectiveness and success of the internal audit function. Erroneous audit facts may serve to discredit the quality of the audit findings, and a failure to note or properly explain significant findings may result in financial losses, program inefficiencies, or costly and embarrassing litigation.

INTERNAL AUDITOR TRAINEE

SPEC. CODE: 0290
POSITION CODE: 21726

DISTINGUISHING FEATURES OF WORK:

Under direct supervision for a period of 6 to 12 months, participates in an agency sponsored internal auditing training program; receives classroom and on-the-job training to learn auditing techniques and procedures, formal review, analysis and evaluation of the effectiveness of an agency's statewide internal operations and controls; participates in on-the-job training in how to conduct internal/external audits by programs in accordance with audit guidelines; learns how to prepare audit reports, detail findings and deficiencies, and make recommendations for corrections; learns how to provide management with information as to the agency's operational effectiveness and to make recommendations about areas of inefficiency and non-compliance with policies and regulations.

This classification has been selected for inclusion in the employee Upward Mobility Program, wherein qualifying State employees may complete the appropriate credentials for this profession.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives on-the-job training to learn the skills necessary to perform specialized professional and analytical reviews and audits of systems, processes, and services to determine if policies and programs are being efficiently and economically administered and if program requirements and objectives are being effectively fulfilled; attends and participates in specialized training programs, workshops, and seminars relative to data processing, auditing and operational analysis; receives training in the development of data and research techniques, and in written and oral reports and presentations; uses software packages and programming languages to extract information in computer generated reports; applies research and analysis techniques; participates in assignments, of limited difficulty, to enhance skills, knowledges and proficiency in the area of computer software applications for EDP audits and/or basic internal auditing.
2. Under direct supervision of an Internal Auditor receives working assignments designed to develop knowledge, understanding and practical skills of internal auditing; assists in preparing detailed reports, summaries, questions to be asked during the audit, audit guideline work schedules and supporting documents. Participates in entrance conferences; learns to identify applicable laws, policies, regulations, standards and other requirements. As training progresses, performs audit assignments of increasing difficulty for the purpose of gaining experience and developing audit skills.
3. Receives on-the-job training to achieve the skills necessary to conduct audit field work; develops documentation of audit tests and statistical samples, analyzes all relevant data and prepares a summary of the criteria.
4. Receives on-the-job training to learn how to organize and index work papers to support findings and recommendations and to facilitate easy reference; participates in exit conferences with supervisory staff; provides explanations and information from work papers as required.

5. Receives on-the-job training to acquire knowledges to be able to review auditee comments and incorporate them into the final report; participates in follow-up activity by determining implementation status of recommendations, and by reviewing auditee reports to determine if the implementation has achieved the intent of the recommendation.
6. Works toward completing requirements for the Certified Internal Auditor or the Certified Public Accountant.
7. Attends training classes provided by the agency and prepares an evaluation report, reviews available periodicals and publications pertaining to the internal audit profession. Attends staff meetings, conferences, workshops, institutes and other activities which will provide meaningful learning experiences.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

General Option: Requires a bachelor's degree with course work in business management, public administration, economics, computer science, or other related subjects. Preferably requires twelve semester hours in accounting.

Accounting Option: Requires a bachelor's degree in the field of accounting and fiscal administration.

May require a valid driver's license and ability to travel to remote audit sites.

Knowledges, Skills and Abilities

Requires elementary knowledge of auditing theory and procedures.

Requires elementary knowledge of the agency's programs, policies and regulations.

Requires elementary knowledge of management principles and techniques, including organization, management, program accountability, governmental operations, and systems analysis.

Requires elementary knowledge of State government.

Requires ability to prepare documentation and written reports.

Requires ability to understand and to follow oral and written instructions.

Requires ability to develop and maintain satisfactory working relationships with other employees and agency representatives.

Requires ability to learn to develop routine and non-routine audit guidelines of operational, compliance and financial audits.

Requires ability to learn to prepare for, attend and conduct entrance conferences to outline audit plans with agency personnel, attend exit conferences, and participate in the discussion of audit findings prior to the issuance of the final report.

Requires ability to learn to exercise sound judgment in appraising and evaluating programs of an operational and procedural nature.

Requires ability to learn to note deficiencies in control procedures and suggest corrective action.

Requires ability to learn to document and support audit findings and recommendations.

INTERNAL AUDITOR I

SPEC. CODE: 0291
POSITION CODE: 21721

DISTINGUISHING FEATURES OF WORK:

Under general supervision, conducts internal or internal/external audits of simple and complex programs including financial, operational and compliance audits; in accordance with approved audit guidelines and completes specific phases of complex audits; prepares audit reports for review by a higher level auditor; compiles and analyzes internal audit data; prepares audit reports, summarizing the work performed, detailing the findings, detailing the deficiencies and developing recommendations for correcting the deficiencies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Independently conducts routine and non-routine fiscal and/or programmatic audits of simply structured uncomplicated programs; reviews reference material, and confers with other staff members relative to previous audits which have been conducted in the assigned area; identifies level of problems, and prepares questions to be asked during the audit.
2. Performs fiscal and operational audits, as a team member, to verify the accuracy of records, to ensure conformance of activities to fiscal and legal constraints and requirements, and to identify managerial and/or administrative problems and weaknesses.
3. Plans and writes audit guidelines for assigned audits or audit segments; prepares working papers, supporting schedules and materials, and preliminary audit reports; prepares reports of audit results, recommending improvements in accounting and operational methods, and internal controls.
4. Applies standard testing techniques in auditing and evaluating an agency's accounting system and management controls; analyzes organizational structure to determine lines of authority, span of control and workload distribution; notes deficiencies in control procedures.
5. For assigned audits, prepares for, attends and conducts entrance conferences to outline the scope of the audit with agency personnel; attends conferences, and participates in the discussion of audit findings prior to the issuance of the final report.
6. Reviews existing computer-based accounting and information reporting systems; verifies the existence and strength of internal controls and security systems in both existing and proposed data processing systems; determines if data processing managers and operating technicians have designed and administered data processing systems in accordance with established policies, practices and procedures.
7. Works toward completing requirements for the Certified Internal Auditor or the Certified Public Accountant.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a Bachelor's degree, with course work in auditing, business management, public administration, economics, computer science, accounting or other related subjects. Preferably requires twelve semester hours of accounting.

Requires completion of internal auditor training as an Internal Auditor Trainee or, requires two years of professional auditing experience.

May require a valid driver's license and ability to travel to remote audit sites.

Knowledges, Skills and Abilities

Requires working knowledge of auditing theory and procedures.

Requires working knowledge of the agency's programs, policies and regulations.

Requires working knowledge of management principles and techniques, including organization, management, program accountability, governmental operations, and systems analysis.

Requires working knowledge of State government.

Requires ability to develop routine and non-routine audit guidelines of operational, compliance and financial audits.

Requires ability to prepare for, attend and conduct entrance conferences to outline audit plans with agency personnel, attend exit conferences, and participate in the discussion of audit findings prior to the issuance of the final report.

Requires ability to exercise sound judgment in appraising and evaluating programs of an operational and procedural nature.

Requires ability to note deficiencies in control procedures and suggest corrective action.

Requires ability to document and support audit findings and recommendations.

INTERNAL AUDITOR II

SPEC. CODE: 0292
POSITION CODE: 21722

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as an advanced level senior auditor regularly conducting complex, non-routine audits in all areas of an agency's operational programs, either independently and/or as a team leader, preparing comprehensive audit guidelines, recommending and detailing duration, scope and purpose; works autonomously, with complete responsibility for audit planning, development, administration, and final report development, in an environment in which the assignments are typically of considerable complexity and beyond ordinary difficulty.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Independently performs professional internal auditing of an advanced nature in examining and evaluating an agency's complex system of accounting and management controls; determines audit objectives and goals, the scope of the audit, and the types of tests and procedures necessary to perform the audit.
2. Provides direction and on-the-job training to assigned staff by monitoring daily work progress, consulting with them on problem areas, auditing working papers and reviewing findings and supporting documentation for accuracy and adherence to agency requirements and standards.
3. As a team leader, makes audit assignments to team members including an explanation of the assignment's relationship to the overall audit objectives; monitors the preparation of audits completed by members of the team, evaluating both the method and substance of the audit.
4. Drafts audit reports and reviews audit reports or report segments drafted by lower level auditors for completeness, accuracy, compliance with agency standards and procedures, and for the types of findings and recommendations they contain; justifies audit report contents, and conducts entrance and exit conferences.
5. Plans and writes audit work plans for assigned audits and audit segments, including the review of prior working papers, agency budgets, policy and procedural manuals, statutes and other pertinent material; may supervise 1 or 2 lower level auditors in performing simple and/or routine audits.
6. Confers with audit supervisor during the course of an audit, regarding any change in audit emphasis, problems which may have arisen and the progress of the audit.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with course work in auditing, business management, public administration, economics, computer science, accounting or other related subjects. Preferably requires twelve semester hours in accounting.

Requires three years of professional auditing experience and certification as a Certified Internal Auditor or Certified Public Accountant or, requires four years of professional auditing experience.

May require a valid driver's license and ability to travel to remote audit sites.

Knowledges, Skills and Abilities

Requires extensive knowledge of auditing theory and procedures.

Requires extensive knowledge of the agency's programs, policies and regulations.

Requires working knowledge of management principles and techniques, including organization, management, program accountability, governmental operations, and systems analysis.

Requires extensive knowledge of the functions of State government.

Requires ability to develop an internal audit program, independently and/or as a team leader for an agency's accounting, management or internal control system, including audit objectives, the scope of the audit and the necessary tests to be performed.

Requires ability to prepare for, attend and conduct entrance conferences to outline audits with agency personnel, attend exit conferences, and participate in the discussion of audit findings prior to the issuance of the final audit report.

Requires ability to evaluate internal controls to determine strengths and weaknesses of the system.

Requires ability to prepare clear, concise and complete internal audit reports, including audit findings, supporting documentation and recommendations.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of a difficult procedural, organizational, administrative and technical nature.

May require ability to assist in the development of new or improved methods and procedures for evaluating agency internal audit program activities and operations.

May require ability to supervise and direct a small number and/or unit of internal audit staff in performing simple routine audits.

INTERNAL AUDITOR III

SPEC. CODE: 0293
POSITION CODE: 21723

DISTINGUISHING FEATURES OF WORK:

- (1) Under general direction, functions as the supervisor of a unit of internal audit staff involved in performing audits which embrace the full range, simple routine through the non-routine complex, or
- (2) subject to management approval of the agency head, serves as the chief internal auditor of a small agency in a audit program of limited scope and impact; typically without the need for full-time subordinate auditors; prepares work plans to define audit scope, objectives and steps in the audit process; evaluates and assesses the adequacy of the audit process, and the progress toward fulfillment of the audit plan; trains, develops, motivates and evaluates the performance of assigned staff; conducts audits.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs the agency internal audit function as the chief internal auditor of a program of limited scope and complexity, typically without the need for full time subordinate auditors; conducts audits of varying complexity, although non-routine audits of complex programs are infrequent; independently prepares the annual audit plan, prepares audit reports, and assesses progress toward program goals.
2. Supervises and directs a program unit within an agency's internal audit function employing a number of professional auditors; plans the work of the unit, makes assignments to staff and reviews the timeliness and adequacy of completed work; responsible for the training, motivation and development of assigned staff; plans and coordinates the work of the unit to meet the goals and expectations of the internal audit program.
3. Drafts and reviews audit reports or report segments drafted by subordinate auditors relative to completeness, accuracy, ability to bring about needed changes, compliance with agency standards and procedures, and to the types of findings and recommendations they contain; justifies audit report contents, and conducts entrance and exit conferences.
4. Plans and writes audit work plans for assigned audits and audit segments; supervises the reviews of prior working papers, agency budgets, policy and procedural manuals, statutes and other pertinent material.
5. As a chief internal auditor, assures that professional auditing standards are adhered to by the agency's internal audit functions; acts as liaison to and coordinates agency internal auditing operations with the Auditor General's office.
6. Supervises and directs a program unit responsible for the electronic data processing audit coverage of computer systems; determines which electronic data processing systems need to be audited and when they should be audited.

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree, with course work in auditing business management, public administration, economics, computer science, accounting or other related subjects. Preferably requires twelve semester hours in accounting.

Requires four years of progressively responsible professional auditing experience and certification as a Certified Internal Auditor or Certified Public Accountant or, requires five years of progressively responsible professional auditing experience.

May require a valid driver's license and ability to travel to remote audit sites.

Knowledges, Skills and Abilities

Requires extensive knowledge of the agency's internal audit function and/or program(s) after the normal job learning period.

Requires extensive knowledge of auditing theory and practices.

Requires extensive knowledge of the laws, rules and regulations pertaining to the internal audit function and/or program(s).

Requires extensive knowledge of management principles and techniques, including organization, management, program accountability, governmental operations, and systems analysis.

Requires extensive knowledge of the functions of State government.

Requires ability to plan, direct, coordinate and supervise an agency internal audit function of limited scope and complexity and/or program unit, providing for the training, development and supervisory control of a staff of professional auditors.

Requires ability to establish and/or assist in establishing agency goals and objectives applicable to internal auditing.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of a difficult procedural, organizational, administrative and technical nature.

Requires ability to analyze, interpret and evaluate the accuracy, effectiveness and efficiency of agency systems, policies, procedures, programs and controls.

Requires ability to detect and determine non-compliance, violations and deviations with laws, policies and procedures, and initiate and/or recommend investigative action.

Requires ability to prepare, analyze and approve internal audit reports and recommendations.

Requires ability to develop and/or assist in the development of new or improved methods and procedures for evaluating agency internal audit function activities and operations.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of a difficult procedural, organizational, administrative and technical nature.

May require ability to assist in the development of new or improved methods and procedures for evaluating agency internal audit program activities and operations.

INTERNAL AUDITOR IV

SPEC CODE: 0294
POSITION CODE: 21724

DISTINGUISHING FEATURES OF WORK:

- 1) Subject to management approval, functions as the chief internal auditor of a complex agency internal audit function of considerable complexity and scope, requiring the services of a staff of auditors or
- 2) subject to administrative approval of the chief internal auditor, manages a program section of typically five or more internal auditors supervising, through appropriate unit supervisors, the conduct of one or more major internal audits in an agency having a complex internal audit function of major scope and impact; plans and directs staff involved in the comprehensive study and evaluation of fiscal operations, policies, procedures and programs, determining the areas most in need of intensive audit attention.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a chief internal auditor, directs the agency internal audit function of considerable complexity and scope typically supervising a small to moderate sized internal audit staff; analyzes, reviews and submits audit reports to the director; develops an annual audit plan that conforms to legislative mandates and agency requirements; as a chief internal auditor, assures that professional auditing standards are adhered to by staff in carrying out the agency's internal audit function.
2. As a section supervisor, directs, evaluates, supervises and controls, through lower level supervisors, the internal audit activities of the program section; reviews and approves audit finding memorandum, graphs and charts, recommending changes and/or further analysis before finalizing the audit report.
3. Plans, initiates and directs detailed analysis, studies and examinations to ensure that adequate policies exist, and approved policy and procedural controls are followed, e.g., revenue and receipts are collected and properly accounted for, expenditures are made to authorized activities, and assets are adequately safeguarded, controlled and efficiently utilized.
4. Determines areas most in need of extensive audit attention; determines limitations of discretion in conducting an audit; determines if the scope of an audit should be expanded or if a new study should be scheduled when unanticipated issues, variables, irregularities or discrepancies are encountered; devises and formulates guidelines for the most complex audits.
5. Establishes and/or assists in establishing internal auditing goals, and in reviewing and maintaining internal audit policies and procedures manuals, adopting audit techniques to changing policy concepts within the framework of statutory requirements, policies and procedures.

6. Acts as liaison to and coordinates agency internal auditing operations with the Auditor General's office.
7. Supervises and directs the overall electronic data processing audit coverage of computer systems; determines which electronic data processing systems need to be audited and when they should be audited.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a Bachelor's degree, with course work in auditing, business management, public administration, economics, computer science or other related subjects. Preferably, requires a minimum of twelve semester hours in accounting.

Requires five years of progressively responsible professional auditing experience and certification as a Certified Internal Auditor or Certified Public Accountant or, requires six years of progressively responsible professional auditing experience.

May require a valid driver's license and ability to travel to remote audit sites.

Knowledges, Skills and Abilities

Requires thorough knowledge of the agency's internal audit function and/or program(s) after the normal job learning period.

Requires thorough knowledge of auditing theory and practices.

Requires thorough knowledge of the laws, rules and regulations pertaining to the internal audit function and/or program(s).

Requires extensive knowledge of management principles and techniques, including organization, management, program accountability, governmental operations, and systems analysis.

Requires extensive knowledge of the functions of State government.

Significant Responsibilities

Requires ability to plan, direct, coordinate and supervise an agency internal audit function and/or programs.

Requires ability to establish and/or assist in establishing agency goals and objectives applicable to internal auditing in an environment of considerable complexity and impact.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of a difficult procedural, organizational, administrative and technical nature.

Requires ability to analyze, interpret and evaluate the accuracy, effectiveness and efficiency of agency systems, policies, procedures, programs and controls.

Requires ability to detect and to determine non-compliance, violations of and deviations from laws, policies and procedures, and to initiate and/or to recommend investigative action.

Requires ability to prepare, analyze and approve internal audit reports and recommendations.

Requires ability to develop and/or assist in the development of new or improved methods and procedures for evaluating agency internal audit function activities and operations.

INTERNAL AUDITOR V

SPEC. CODE: 0295
POSITION CODE: 21725

DISTINGUISHING FEATURES OF WORK:

Subject to management approval, functions as the chief internal auditor of a major and complex agency internal audit function of major scope and impact and typically requiring a professional staff of five or more, delegating, through lower level supervisors, internal audit program responsibilities; reviews and approves internal audit reports; interprets and explains to subordinate staff various statutes, rules, regulations, policies and procedures relating to and/or affecting agency operations; as required by statute, provides consultative services to other agencies, coordinates auditing requests from agencies lacking their own audit services, and provides for and coordinates statewide training for internal audit professionals. Besides complexity of operations, other characteristics of this level are the chief auditor's delegation of authorization conducting specific audits and developing specific audit guidelines.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manages a major and complex agency internal audit function of major scope and impact; directs and coordinates, through lower level supervisors, a functionally specialized professional staff engaged in technical audit programs relative to the development, revision and improvement of administrative methods, operational methods, computer systems, and accounting systems.
2. Develops an annual audit plan that conforms to legislative mandates and agency requirements; provides balanced audit coverage and maximizes the use of staff resources; determines limitations of discretion in conducting an audit; determines if the scope of an audit should be expanded or if a new study should be scheduled when unanticipated issues, variables, irregularities or discrepancies are encountered.
3. Reviews, coordinates and approves internal audit reports and findings; maintains a system of follow-up controls to ensure responsive consideration and action on audit recommendations; reports to management failure to implement audit recommendations which could have serious impact on agency operations.
4. Establishes long-term agency internal auditing goals; reviews internal audit policies and procedures manuals, adopting new audit techniques to changing policy concepts within the framework of statutory requirements, policies and procedures.
5. Confers with top management on the comprehensive integration and coordination of diversified program activities and functions to resolve administrative problems and provide program efficiency; advises higher level management of necessary auditing changes; recommends methods of improving operational efficiency.
6. Acts as liaison to and coordinates agency internal auditing operations with the Auditor General's office.

7. Assures that professional auditing standards are adhered to by the agency's internal audit function.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a Bachelor's degree, with course work in auditing, business management, public administration, economics, computer science, accounting or other related subjects. Preferably requires twelve semester hours in accounting.

Requires six years of progressively responsible professional auditing experience and certification as a Certified Internal Auditor or as a Certified Public Accountant or, requires seven years of progressively responsible professional auditing experience.

May require a valid driver's license and ability to travel to remote audit sites.

Knowledges, Skills and Abilities

Requires thorough knowledge of the agency's internal audit function after the normal job learning period.

Requires thorough knowledge of auditing theory and practices.

Requires thorough knowledge of management principles and techniques, including organization, management, program accountability, governmental operations, and systems analysis.

Requires thorough knowledge of the laws, rules, and regulations pertaining to the internal audit function.

Requires thorough knowledge of the functions of State government.

Significant Responsibilities

Requires ability to plan, direct, coordinate and supervise a major and complex agency internal audit function.

Requires ability to effectively delegate to lower level supervisors responsibility for internal audit programs.

Requires ability to plan and establish agency objectives and goals applicable to internal auditing.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of a difficult procedural, organizational, administrative and technical nature.

Requires ability to analyze, interpret and evaluate the accuracy, effectiveness, and efficiency of agency systems, policies, procedures, programs and controls.

Requires ability to detect and determine non-compliance, violations and deviations with laws, policies and procedures, and initiate investigative action.

Requires ability to analyze and approve internal audit reports and recommendations prepared by staff.

Requires ability to develop new or improved methods and procedures for evaluating agency internal audit program activities and operations.