

### Class Concept

Positions provide strategic planning and direction for internal audit. Positions are responsible for developing and maintaining the internal audit functions in an agency. Establish internal audit's roles, responsibility, purpose and authority, as well as an annual risk-based audit plan to determine the priorities of the internal audit function that is consistent with the agency's goals. Develop and implement internal audit policies and procedures that conform with the International Professional Practices Framework (IPPF). Develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. Establish performance metrics for the internal audit function and individual staff members, and a training program for the continuous development of internal auditors. Positions also oversee the internal audit function's independent and objective assurance and consulting activities designed to improve the efficiency and effectiveness of an agency's operations. Ensure that internal audits and consulting services add value and align with the strategies, objectives, and risks of the agency. Positions advise agency executive management on the adequacy and effectiveness of a variety of matters including governance, risk management and control practices.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of theories, principles, and systems design related to organizational governance, risk management, and internal controls.
- Thorough knowledge of internal and/or government auditing standards, including principles, procedures, and techniques for conducting information system, financial, operational, compliance, and/or investigations.
- Thorough knowledge of the business acumen, and the ability to monitor industry trends and emerging risk.
- Thorough knowledge of organizational and managerial practices, principles and theories.
- Thorough knowledge and understanding of data analytics and continuous auditing.
- Ability to compile, monitor, and examine a variety of large, complex data and exercise judgement in evaluating or interpreting results.
- Ability to manage confidential matters.
- Ability to recognize complex and unique risks, weaknesses, or inefficiencies and develop resolution and/or consult with leadership to achieve resolution.
- Strong negotiation and persuasion skills.
- Ability to establish and maintain effective strategic relationships with senior management, agencies, committees, legislators, external auditors, federal monitors and public, adapting communication style to target audiences.
- Ability to make oral and written presentations aimed at reaching a variety of audiences including legal depositions and testimony.

#### Minimum Education and Experience

Bachelor's degree in accounting or a discipline related to a program area within the agency, and six years of audit experience including four years of internal audit experience and three years of supervisory audit experience; or a Bachelor's degree in any field and certification/licensure as a certified internal auditor, certified fraud examiner, certified information system auditor; certified public accountant with an audit focus; or other audit certification/license and six years of audit experience including four years of internal audit experience and three years of supervisory audit experience; or an equivalent combination of education and experience.