



Office of Human Resources
Internal Audit Supervisor AO - CV3106
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General Statement of Duties

Supervises professional auditors engaged in conducting internal audits, including performance, financial, IT and compliance audits, and preparing reports in accordance with Generally Accepted Government Auditing Standards to ensure compliance with rules and policies, and measures performance for efficiencies.

Distinguishing Characteristics

The Performance Audit Supervisor is distinguished from the Lead Performance Auditor, which performs permanently assigned lead work over performance auditors, which is not full performance level supervisory responsibilities.

Essential Duties

Supervises performance auditors engaged in conducting performance, finance, compliance, and contract audits and evaluations of city organizations and programs that include, but are not limited to effectiveness, efficiency, public policy assessment, governance, and internal control and compliance objectives as defined by Generally Accepted Government Auditing Standards.

Monitors the evaluation of organizational operations and program recommendations for potential areas of improvement such as operational efficiencies, decreased turnaround times, streamlining business processes, and improved customer service with the goal of providing maximum value for resources expended.

Ensures performance auditing is conducted within established policies, procedures, and rules.

Reviews and interprets new legislation and statutes, determines impacts to business operations, and implements changes to ensure compliance.

Manages and coordinates auditing functions and activities to improve processes, performance, and facilitates studies and projects.

Subject matter expert in the area of performance auditing and related activities, guiding management with decision making, and acts as a liaison in guiding agencies and departments in matters of operational performance and compliance.

Reviews, develops, or modifies work plans, methods and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidates for job openings.

Resolves problems and mediates conflicts encountered during daily operations, and determines appropriate solutions, while promoting teamwork. Encourages regular communication and informs staff of relevant business issues.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and implements training plans and programs.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Level of Supervision Exercised

Supervises two or more professional performance auditors; and, may supervisor additional support staff.

Education Requirement

Bachelor's Degree in Accounting, Finance, Public Administration, Public Policy, Government Analytics, Business Administration, or related field. Some positions may require successful completion of a college-level course in auditing principles.

Experience Requirement

Five (5) total years of professional level experience, to include at least three years as a Senior Internal Auditor, auditing and evaluating business practices and processes to ensure compliance and efficiency.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Some positions perform on-site audits.
Some positions are subject to significant local travel.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Balancing: Maintaining equilibrium.
Bending: Bending or positioning oneself to move an object from one level to another.
Carrying: Transporting or moving an object.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-13

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 1/24/21

Revised By: GT

Class History:

Revised pay grade as part of a class study.