



## Office of Human Resources Internal Audit Director AO – CV3306

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### General Statement of Duties

Directs Audit Services Division that include developing annual and multi-year risk assessments, work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of auditing and performance standards. The audit director is responsible for an effective quality assurance program and the quality assurance review of each engagement.

### Distinguishing Characteristics

There are two classes in the Audit Management Series (Internal Audit Manager AO and Internal Audit Director AO). The Internal Audit Manager AO is a first level management class. An Internal Audit Manager AO oversees work groups/teams within a division and is generally responsible for supervising first or second line supervisors and/or individual contributors. An Internal Audit Manager AO position is operationally and/or functionally focused.

The Internal Audit Director AO is a mid-level management class. An Internal Audit Director AO manages a division and is generally responsible for supervising/directing managers, supervisors, and/or individual contributors. An Internal Audit Director AO position is operationally and/or functionally focused as well as strategically focused.

### Essential Duties

Responsible for an effective quality assurance program. Development and management of the risk assessment process and audit plan.

Strategic planning for the division and monitoring of the implementation of strategies and directives to support the mission, goals and objectives of the Auditor's Office.

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.

Communicates business and work area plans and goals to managers and/or supervisors. Reviews, approves, and implements recommended changes to plans and leads the development of process and/or operational improvements.

Prioritizes and allocates resources to achieve short-term and long-term strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Creates and administers policies and integrates work group procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the division/department in meetings with elected and/or appointed officials and other city entities.

Serves as the city representative with a variety of public, business, and community organizations. Fosters collaborative relationships to the benefit of the organization.

Reviews and approves performance metrics established by supervisors/managers. Assists staff in the achievement of performance standards while identifying opportunities for continual improvement.

Resolves escalated employee or citizen complaints including long-term resolutions in problem areas.

Selects, trains, develops, and evaluates subordinate staff.

Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to value added in the recommendations and presentations provided to auditees and residents of Denver.

Performs other related duties as assigned.

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**

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

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

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

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

### **Knowledge & Skills**

Knowledge of GAGAS (Generally Accepted Government Audit Standards), Audit Services policies and procedures.

Strong background and experience with audit methodologies and techniques.

Knowledgeable across Denver government operations, agencies, emerging topics, and governance, including DRMC and Denver City Charter.

High level of demonstrated leadership and employee engagement abilities.

Strong analytical and problem-solving skills.

### **Level of Supervision Exercised**

Directs a division within the Auditor's Office or work groups/team by supervising managers, supervisors, and other individual contributors.

**Education Requirement**

Bachelor's Degree in Accounting, Finance, Public Administration, Public Policy, Government Analytics, Business Administration, or related field.

**Experience Requirement**

Five (5) years of experience at the type and level of functional or operational management comparable to the Internal Audit Manager classification.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum 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**

Pressure due to multiple calls, inquiries, and conflict.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Subject to long irregular hours.

**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.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check  
Education Verification  
Employment Verification  
By position, Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-16**

**FLSA Code: Y**

**Established Date: 4/18/2021**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History: New Classification.**