



Office of Human Resources  
Internal Auditor Information Systems Lead AO – CV3297  
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### General Statement of Duties

Performs lead level work over professional IS auditors and performs audit work applying generally accepted government auditing standards (GAGAS) and maintaining independence and objectivity while conducting integrated and information technology audits of IT general controls, information systems, and processes of City departments and contract providers.

### Distinguishing Characteristics

The Internal Auditor Information Systems Lead AO is distinguished from the Internal Auditor Information Systems Senior AO, which performs full performance level auditing work of information systems; and, is distinguished from the Internal Auditor Information Systems Manager AO, which performs professional level supervision over information systems auditors and support staff.

### Essential Duties

Oversees and conducts information technology audits and evaluates 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.

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 and unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents and records situations, which may be cause for disciplinary action and provides this information to the supervisor.

Conducts IT audits of all aspects of information technology management including, but not limited to, IT general controls, governance, risk management, information security, network operations, application development, application systems, project management, and vendor management.

Evaluates and designs various auditing and accounting tests, including data analytics (ACL) and other audit software tools, to independently support audit tasks and to determine the reliability, integrity and internal control of the financial and operational systems for compliance and performance purposes.

Prepares audit reports with recommendations for corrective action of applicable IT audit and security frameworks, rules, and standards.

Evaluates organizational operations and/or program results for potential areas of improvement such as operational efficiency, technology optimization, decreased turnaround times, streamlining of processes, and improved customer service with the goal of providing maximum value for resources expended.

Assists the Manager/ Supervisor with risk assessments for information technology audits and the annual risk assessment activities.

Gathers, examines, and analyzes information about organization to be audited for performance to learn best practices and performance benchmarks that are applicable to that organization.

Maintains electronic work papers, schedules, and reports and provides documentation (in TeamMate) to support audit findings and recommendations.

Performs other related duties as assigned or requested.

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**

**Customer Service** – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Decision Making** – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

**Integrity/Honesty** - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

**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.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

### **Knowledge & Skills**

Audit knowledge in Information Technology general controls, application controls, information systems, processes, procedures, methodologies and generally accepted government auditing standards to review and evaluate financial and operational records for adequacy of internal controls, compliance with policy, Denver Revised Municipal Code (DRMC) rules and regulations, Denver City Charter, applicable statutes, and/or professional best practices.

Ability to independently produce quality work with general supervision that is aligned with professional standards for routine information technology and integrated audits.

Ability to plan, prioritize, and balance work assignments to achieve deadlines.

Ability to write in clear, concise, and complete when conveying information and presenting to technical and non-technical stakeholders.

### **Level of Supervision Exercised**

Performs lead work over two or more professional information systems auditors.

### **Education Requirement**

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

### **Experience Requirement**

Three (3) years of senior level professional experience auditing and evaluating information technology 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**

IS/IT audit certification (CISA, CISSP, GIAC etc.) or progress toward a 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: 18 Apr 2021**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History: New classification series (Senior, Lead & Supervisor).**