## General Statement of Duties

Performs full performance professional level auditing work of information systems, 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, and applicable statutes.

## Distinguishing Characteristics

The Internal Auditor Information Systems Senior AO is distinguished from the Internal Auditor Information Systems Lead AO, which performs full performance lead level work over professional information systems auditors.

The Internal Auditor Information Systems Senior AO is distinguished from the Internal Auditor Information Systems Manager AO, which performs professional level supervision over information systems auditors and support staff.

## Essential Duties

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.

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.

Designs various auditing tests, including data analytics to determine the reliability, integrity and internal control of the financial and operational systems for compliance and performance purposes.

Contributes to the identification of risks and the development of risk assessments for information technology audits.

Determines the extent of compliance with IT policies and procedures.

Assists with monitoring third-party contractors conducting information technology and cybersecurity audits.

Applies relevant IT audit and security frameworks such as NIST, FISCAM, COBIT, ISO, etc. while conducting information technology audits and integrated audits.

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.

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

Maintains work papers, schedules, and reports and provides documentation to support audit findings and recommendations.

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

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

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.

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

None

## Education Requirement

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

## Experience Requirement

Two (2) years of general 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

CISA certification or acquire within one year of date of hire.
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-12**
**FLSA Code:  Y**
**Established Date: 18 Apr 2021**
**Established By:  GT**
**Revised Date:**
**Revised By:**
**Class History:  New classification series (Senior, Lead & Supervisor).**