

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AUDITOR VI –
Deputy Director of Internal Audit

SALARY GROUP: B25

DEPARTMENT: Internal Audit

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Scott Hornung DATE: 03/26/2014

POSITION #: 016020

I. JOB SUMMARY

Performs highly advanced and managerial auditing work. Work involves conducting, planning, scheduling, coordinating, and reviewing audits and reporting results; providing guidance and assistance in governmental auditing; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs the activities of staff within the Internal Audit program area; establishes goals and objectives that support overall strategies; plans, approves schedules, priorities, and standards for achieving goals; develops and implements the annual audit plan and coordinates the assignment of audit requests; develops and ensures compliance with guidelines, program objectives, and audit project concept and techniques; and ensures conformance with professional auditing standards.
- B. Oversees the examination of management operations, internal control systems, and accounting records to ensure adequacy, accuracy, and compliance with legal regulations; develops and implements techniques for evaluating program operations and directs evaluation activities; oversees the internal audit managers; and reviews results of special investigations, internal audits, and research studies and makes recommendations for improvement in conformance with professional auditing standards.
- C. Reviews and identifies changes in professional auditing standards and state or federal audit requirements; and recommends and advises management of changes in business practices, information systems, and accounting or management procedures.
- D. Oversees budget preparation and recommends staffing and funding for internal audit program activities; reviews audit reports and working papers prepared by the auditing staff for substance, correct methodology, accuracy, completeness, and adequacy; and reviews and approves management and productivity reports and studies.

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Page 2 of 3

- E. Directs the preparation, development, review, and revision of legislation and develops the agency's position regarding legislative impact; represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees; provides liaison for other local, state, or federal agencies; and responds to public inquiries regarding program areas; and ensures compliance with laws pertaining to the internal audit program.
- F. Plans, assigns, and supervises the work of others; identifies staff development and training requirements; and provides guidance and technical assistance in the internal audit program.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting or a related field preferred.
2. Nine years full-time, wage-earning experience in auditing using the standards promulgated by the Institute of Internal Auditors or the United States Comptroller General to include five years in the supervision of employees.
3. Current certification as a Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, or Certified Government Auditing Professional.

Must maintain valid certification for continued employment in position.

B. Knowledge and Skills

1. Knowledge of local, state, and federal laws and regulations relevant to the program areas.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of professional audit standards promulgated by the Institute of Internal Auditors or the United States Comptroller General.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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Page 3 of 3

5. Skill to direct and organize program activities.
6. Skill to establish program goals and objectives that support the strategic plan.
7. Skill to identify problems, evaluate alternatives, and implement effective solutions.
8. Skill to direct the development and evaluation of agency policies and procedures.
9. Skill to plan, assign, and supervise the work of others.
10. Skill in administrative problem-solving techniques.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
13. Skill to review technical data and prepare technical reports.
14. Skill to communicate ideas and instructions clearly and concisely.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.