

INSPECTOR GENERAL, SENIOR

Job Code	Pay Grade
19140	150

Nature of Work

This is supervisory professional work in the Inspector General line of work (IG Career Series) performing audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement, contracting programs, and fraud, waste and abuse. This position is in charge of fieldwork as assigned and supervises staff on a day-to-day basis. An employee in this class performs a wide range of audits and investigations based on programs designed to assure the accuracy and effectiveness of all operating policies, procedures, and systems. Duties include responsibility for review and appraisal of organizational operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work is to conform to the applicable professional standards for audits and investigations of the organization. The position reports to the Assistant Inspector General or designated official.

Minimum Qualification Requirements

- 3 years with the Division of Inspector General as an IG auditor and/or investigator plus a minimum of 3 highly desirable credentials identified by the Appointing Authority from the below list of occupation related certifications; or
- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas), or a related field that includes technical and professional education and training evidencing competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements plus 4 years of related experience that evidences demonstrated leadership on large organizational audit and/or investigative assignments, or supervisory training (preferably supervision of audit and/or investigative staff); or
- Master's degree that includes technical and professional education and training that evidences competency in a related field as described above and 1 year of experience as described above.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates possessing highly desirable qualifications or occupation related certifications that include:
 - Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation,
 - Certified Inspector General (CIG),
 - Certified Inspector General Auditor (CIGA),
 - Certified Inspector General Investigator (CIGI),
 - Certified Public Accountant (CPA),
 - Certified Fraud Examiner (CFE),
 - Certified Internal Auditor (CIA),
 - Certified Information Systems Auditor (CISA),
 - Certified Government Finance Officer (CGFO),
 - Certified in Risk and Information Systems Control (CRISC),
 - Certified Fraud Specialist (CFS),
 - Certified in Risk Management Assurance (CRMA),
 - Or other equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

INSPECTOR GENERAL, SENIOR (continued)

Job Code	Pay Grade
19140	150

Illustrative Tasks (continued)

- Conducts audits, investigations, reviews, and consulting projects in accordance with the International Standards for the Professional Practice of Internal Auditing, the Principles and Standards for Offices of Inspector General, and the Principles and Standards for the Commission for Florida Law Enforcement Inspector General Accreditation.
- Leads staff, tracks assignments or projects, and serves as a supervisor in charge of fieldwork initiating, guiding, and supervising, and evaluating the day-to-day work and completed assignments of subordinate IG staff.
- Communicates with management officials and staff to achieve organization-wide short-term and long-term audit goals and objectives as well as the development of specific audit and investigative plans and initiatives.
- Initiates and completes action plans to implement IG strategies to achieve the organization's goals and objectives.
- Leads and trains other IG staff in the performance of routine, medium, complex, as well as the most advanced audits and investigations.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Performs work specified in approved audit and investigative programs including research, analysis, and interviews to prepare evaluations and recommendations for improvements.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Prepares comprehensive audit reports, investigative reports, and special studies for review by management and senior officials.
- Assists in providing counsel and advice to management officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.
- Reviews and is responsible for all working papers prepared by IG staff on in-charge assignments.
- Monitors IG staff continuously to ensure work is done as intended and within time constraints.
- Assists State of Florida, federal, as well as other independent auditors and investigators.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations, including the Principles and Standards for Offices of Inspector General of the Association of Inspectors General, International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors, and the Florida Inspectors General Standards Manual for the Commission for Florida Law Enforcement Inspector General Accreditation
- Knowledge of systems for internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.
- Ability to apply auditing and management principles to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- Ability to provide leadership and supervision.

For official use only

Revised	EEOC Code	Overtime Code
05/16	Professionals	Exempt