

ASSISTANT INSPECTOR GENERAL

Job Code	Pay Grade
19146	150

Nature of Work

This is responsible supervisory, administrative, and professional work planning, directing, and performing the audit and investigative function. An employee in this class develops, plans, directs, and performs audits and investigations designed to assure the accuracy and the effectiveness of accounting, financial, budgeting, personnel, procurement, contracting, and other operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental 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 professional standards for audits and investigations of the division. The position reports to the Inspector General/Chief Audit Executive (IG/CAE) 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 5 years of professional financial compliance, investigative and auditing experience in major government organizations, and/or large corporate organizations including a minimum of 1 year managing audit and/or investigative staff performing audit and/or investigative functions. (Preference will be given to professional management candidates experienced in managing audit and/or investigative staff within governmental agencies and/or large corporate organizations.); or
- Master's degree that includes technical and professional education and training that evidences competency in a related field as described above and 4 years technical and professional 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.

ASSISTANT INSPECTOR GENERAL (continued)

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Illustrative Tasks (These are examples and are not all inclusive.)

- 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.
- Manages staff and several ongoing audits and investigations simultaneously.
- Develops audit and investigative programs for specific assignments in the systematic evaluation of financial transactions and operations.
- 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.
- Monitors IG staff to ensure work is done as intended and within time constraints.
- Assigns, instructs, trains, and evaluates the work of IG staff.
- Reviews audit reports, investigative reports, and special studies produced by IG staff, and prepares comprehensive final reports for consideration by management and senior officials.
- Provides counsel and advice to management officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.
- Provides final review on work papers and ensures compliance with office policies and professional standards.
- 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 and ability to apply accounting and/or business principles, procedures, and practices.
- Knowledge of systems of internal controls.
- Ability to apply auditing and investigating knowledge to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- 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 train, supervise, and manage professional IG staff.
- Ability to manage and supervise professional, technical, and clerical staff.

For official use only

Revised	EEOC Code	Overtime Code
05/16	Officials & Managers	Exempt