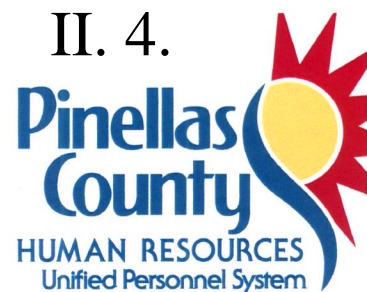


**UNIFIED PERSONNEL SYSTEM**

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Peggy Rowe  
 Director

TO: The Honorable Chair and Members  
 Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources *[Signature]*

SUBJECT: Additions, Title Changes, Revisions and Re-instatement of Class Specifications

DATE: January 31, 2013

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

**ADDITIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19139	Inspector General Auditor 3	150
18153	Veterans Service Manager	SM8

**TITLE CHANGES**

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
19146	Inspector General Audit Manager	Manager, Inspector General Audit Division	150
19149	Director , Inspector General Division	Director , Inspector General Audit Division	150

**REVISIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19136	Inspector General Auditor 1	150
19138	Inspector General Auditor 2	150
19140	Inspector General Auditor, Senior	150

**RE-INSTATED**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19148	Assistant Director, Inspector General Audit Division	150
19150	Chief Deputy Director, Inspector General Audit Division	150

PR/JL/gjc  
 Doc ID: Hskpg Feb 2013

## INSPECTOR GENERAL AUDITOR 3

Job Code	Pay Grade
19139	150

### Nature of Work

This is advanced professional work in the Inspector General Auditor line of work (IGA Career Series) performing audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement, and contracting programs. An employee in this classification performs a wide range of internal 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 departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. The incumbent may provide training, guidance, and leadership on assignments. An incumbent is required to take initiative, work independently, provide leadership, problem solve, and create or recommend solutions to problems. The position reports to an Audit Manager, Senior Auditor or designated official.

### Minimum Qualification Requirements

- 3 years with the Division of Inspector General as an IG auditor 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 3 years related experience that evidences demonstrated leadership on large organization audit assignments, supervisory training or supervision of audit staff; or
- Master's degree with education and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

### 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 that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), 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.

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

- Participates in developing audit and investigative programs for specific assignments.
- 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 audit reports, and special studies for review by supervisor.
- Assists in providing counsel and advice to county officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.

## INSPECTOR GENERAL AUDITOR 3 (continued)

Job Code	Pay Grade
19139	150

### Illustrative Tasks (continued)

- Assists State of Florida, federal, and other independent auditors and investigators as required.
- As assigned, provides technical leadership on audits or projects and provides technical leadership for co-worker efforts.
- Completes IGA 3 in-charge assignments, reviews and takes responsibility for work papers prepared by IG staff.
- Monitors organization audits and work organization work plans to ensure goals and objectives are met within scheduled time limits.
- 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of 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 in writing and orally.
- 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 coordinate assignments, train, and lead others.

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Created	EEOC Code	Overtime Code
2/13		Exempt

# VETERANS SERVICE MANAGER

Job Code	Pay Grade
18153	SM8

## Nature of Work

This is highly responsible management and administrative work managing the Pinellas County Veterans Services Program. Work involves responsibility for administration and coordination of the program, plus development of policies and procedures for review and approval by the Bureau Director, Health & Human Services or designee. Supervision is exercised over professional and clerical support staff engaged in counseling and providing assistance to veterans and veterans' dependents in preparing, filing, and appealing benefit claims. A special emphasis is placed on the outreach and recruitment of homeless veterans and their families. An incumbent maintains contact with national, state and local organizations concerned with veterans. The incumbent exercises considerable independent judgment and initiative in carrying out homeless and veterans affairs program. The incumbent reports to the Bureau Director, Health & Human Services or designee.

## Minimum Qualification Requirements

- Must be a veteran (or the surviving spouse of any such veteran) and meet the requirements in Title 38, U.S. Code and Florida Statute 292.11 applicable to Florida county veteran service officers and possess a Bachelor's Degree plus 6 years of administrative experience that includes 3 years experience counseling veterans and others about veterans benefits, public assistance, employment, vocational programs, health care, personal counseling or directly related field that includes supervisor or manager experience; or
- An equivalent combination of education, training, and/or experience.

## 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.
- Candidate to successfully complete training prescribed by the Florida Department of Veterans Affairs.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

## Illustrative Tasks (These are the examples and are not all inclusive)

- Plans, directs, coordinates, and supervises activities of personnel engaged in providing Pinellas County assistance to veterans and their dependents; establishes policies and procedures for department operations.
- Interprets pertinent federal laws and Department of Veterans Affairs rules and regulations adopted to clarify laws relating to veteran benefits.
- Directs and supervises an outreach program for veterans and their dependents who reside in Pinellas County.
- Assists subordinates, veterans and their dependents to interpret medical terms and procedures.
- Prepares periodic reports and maintains accurate records.
- Complete Performance Development Plan with staff with a focus on Quality Improvement Initiatives.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of veterans services administration processes, laws, rules, and regulations.
- Knowledge of federal, State of Florida, and local laws and guidelines pertaining to veterans services.
- Knowledge of the principles of management and supervision.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to develop and implement progressive policies and practices to achieve veterans services objectives.
- Ability to supervise a diverse staff responsible to implement a comprehensive mix of services for veterans.
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public.

## VETERANS SERVICE MANAGER (continued)

Job Code	Pay Grade
18153	SM8

### Knowledge, Skills, and Abilities

- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives.
- Ability to effectively communicate both orally and in writing to groups and individuals.

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Created	EEOC Code	Overtime Code
2/13	Officials & Manager	Exempt

## MANAGER, INSPECTOR GENERAL AUDIT DIVISION

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 audit 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 Chief Deputy Director, Inspector General Division and the Assistant Director or designee.

### Minimum Qualification Requirements

- 3 years with the Division of Inspector General 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 and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 1 year managing auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies and/or corporations that required the candidate to manage audit staffs.); or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### 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 that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- 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.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Monitors assigned staff to ensure work is done as intended.
- Instructs, trains, and gives assignments to subordinates; evaluates the work performance of same.

# MANAGER, INSPECTOR GENERAL AUDIT DIVISION (continued)

Job Code	Pay Grade
19146	150

## Illustrative Tasks (continued)

- Reviews audit reports, investigative reports, as well as special studies produced by subordinates and prepares comprehensive final reports for consideration by senior management.
- Provides counsel and advice to county officials on matters related to audit reports, investigative audit reports, special studies, and other related recommendations.
- Provides final work paper review and ensures work paper for audits under their management complies with office policies and professional standards.
- Assists State of Florida, federal, and other independent auditors as required.
- 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of accounting principles, procedures, and practices.
- Knowledge of systems of internal controls for governmental entities.
- Ability to apply auditing knowledge to the variety of policies, practices and systems found in a large and complex governmental organization. Ability to apply accounting knowledge to a wide variety of transactions and problems.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to train and supervise professional subordinates.
- Ability to manage and supervise professional, technical, and clerical staff.

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Revised	EEOC Code	Overtime Code
2/13	Officials & Managers	Exempt

# DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19149	150

## Nature of Work

This is responsible executive, administrative, professional, technical, and senior management level work in the official position responsible for Inspector General/Chief Audit Executive (IG/CAE) tasks and activities. This is responsible executive work planning, directing, and performing county audit and investigation functions. The incumbent develops, plans, directs, and performs all internal audit programs and investigations designed to ensure 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 for proper protection and use of funds and resources. The incumbent directs a staff and performs audit functions that must conform to the minimum standards of those contained in the Standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspectors General and other recognized professional societies. The incumbent directs investigations from information received regarding possible fraud, waste, or abuse that must conform to the minimum standards of those contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General. Work is performed under the direction of the Clerk of the Circuit Court and Comptroller.

## Minimum Qualification Requirements

- 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 plus 8 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 3 years as a supervisor or manager over auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies that required the candidate to supervise and manage audit staffs.); or
- Master's degree and 6 years 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.
- Candidate to possess or obtain other highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, plans, directs, leads, supervises, and manages the work of a professional staff of internal auditors engaged in the systematic auditing of fiscal and financial transactions and investigations.
- Evaluates internal accounting and administrative controls in relation to cost-benefits and effectiveness.
- Reviews audit reports, investigative reports, and special studies that are prepared by subordinates and prepares comprehensive final reports to audits and recommendations.
- Provides counsel and advice to county officials on matters related to audit reports, special studies, and other related recommendations.



# DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION (continued)

Job Code	Pay Grade
19149	150

## Illustrative Tasks (continued)

- Assists State of Florida, federal, as well as other independent auditors as required, and reviews final audit reports.
- Supervises and conducts investigations of suspected fraud, waste, or abuse.
- 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls for large and complex governmental entities.
- Knowledge of Florida Statutes, Attorney General Opinions, and general practices associated with Florida county government.
- Knowledge of legal issues concerning investigations.
- Ability to apply computer applications and software.
- Ability to apply knowledge of internal auditing 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 develop, plan, direct, and supervise professional employees.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise and manage subordinates.

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Revised	EEOC Code	Overtime Code
2/13	Officials & Managers	Exempt

# INSPECTOR GENERAL AUDITOR 1

Job Code	Pay Grade
19136	150

## Nature of Work

This is professional work in the Inspector General Auditor line of work (IGA Career Series) performing basic audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement and contracting programs. An employee in this class performs basic internal auditing 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 departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. Work is performed under the direction of a Senior Auditor, Audit Manager or designated official.

## Minimum Qualification Requirements

- 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 that evidences competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements; or
- An equivalent combination of education, training, and/or experience.

## 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 that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), 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.

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

- Executes audit and investigative procedures.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Assists in preparation of comprehensive audit reports, investigative reports and special studies for review by supervisor.
- 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.

# INSPECTOR GENERAL AUDITOR 1 (continued)

Job Code	Pay Grade
19136	150

## Knowledge, Skills, and Abilities (continued)

- 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 in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.

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Revised	EEOC Code	Overtime Code
2/13	Professionals	Exempt

## INSPECTOR GENERAL AUDITOR 2

Job Code	Pay Grade
19138	150

### **Nature of Work**

This is full performance professional work in the Inspector General Auditor line of work (IGA Career Series) performing audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement, and contracting programs. An employee in this classification performs a wide range of internal 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 departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. The incumbent may provide training, guidance, and supervision to staff. The position reports to a Senior Auditor, Audit Manager, or designated official.

### **Minimum Qualification Requirements**

- 2 years with the Division of Inspector General as an IG auditor plus a minimum of 2 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 2 years related experience that includes auditing project leadership or supervisory training; or
- Master's degree that includes technical and professional education and training that evidences competency in a related field as described above; or
- An equivalent combination of education, training, and/or experience.

### **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 that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), 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.

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

- Participates in developing audit and investigative programs for specific assignments.
- 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 supervisor.
- Assists in providing counsel and advice to county officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.
- Assists State of Florida, federal, as well as other independent auditors and investigators.
- Performs related work as assigned or required.

## INSPECTOR GENERAL AUDITOR 2 (continued)

Job Code	Pay Grade
19138	150

### Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of 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 in writing and orally.
- 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.

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Revised	EEOC Code	Overtime Code
2/13	Professionals	Exempt

# INSPECTOR GENERAL AUDITOR, SENIOR

Job Code	Pay Grade
19140	150

## Nature of Work

This is supervisory professional work performing Inspector General Auditor (IGA) audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement and contracting programs. 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 organization 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 Audit Manager or designated official.

## Minimum Qualification Requirements

- 3 years with the Division of Inspector General as an IG auditor 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 related experience that evidences demonstrated leadership on large organization audit assignments, supervisory training or preferably supervision of audit staff; or
- Master's degree with education and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

## 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 that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- 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 audit 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 auditors in the conduct 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 audit reports, and special studies for review by senior officials.

## INSPECTOR GENERAL AUDITOR, SENIOR (continued)

Job Code	Pay Grade
19140	150

### Illustrative Tasks (continued)

- Assists in providing counsel and advice to county management officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.
- On in-charge assignments, reviews and is responsible for all working papers prepared by staff.
- Monitors IGA staff continuously to ensure work is done as intended 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of 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 in writing and orally.
- 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 supervise.

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Revised	EEOC Code	Overtime Code
2/13	Professionals	Exempt

## ASSISTANT DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19148	150

### Nature of Work

This is responsible senior management administrative, professional, technical, and senior management level work in the official position responsible for Inspector General/Chief Audit Executive (IG/CAE) tasks and activities. This is responsible delegated executive work managing, planning, directing, and performing county audit and investigation functions. The incumbent develops, plans, directs, and performs all internal audit programs and investigations designed to ensure 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 for proper protection and use of funds and resources. The incumbent directs a staff and performs audit functions that must conform to the minimum standards of those contained in the Standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspectors General and other recognized professional societies. The incumbent directs investigations from information received regarding possible fraud, waste, or abuse that must conform to the minimum standards of those contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General. This position reports to the Director or Chief Deputy Director.

### Minimum Qualification Requirements

- 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 plus 6 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 1 year as a supervisor or manager over auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies that required the candidate to supervise and manage audit staffs.); or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### 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.
- Candidate to possess or obtain other highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, plans, directs and supervises the work of a professional staff of internal auditors engaged in the systematic auditing of fiscal and financial transactions and investigations.
- Evaluates internal accounting and administrative controls in relation to cost-benefits and effectiveness.
- Reviews audit reports, investigative reports, and special studies prepared by subordinates to prepare comprehensive final reports to audits and recommendations.



**ASSISTANT DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION**  
**(continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>19148</b>	<b>150</b>

**Illustrative Tasks (continued)**

- Provides counsel and advice to county officials on matters related to audit reports, special studies, and other related recommendations.
- Assists State of Florida, federal, as well as other independent auditors and reviews final audit reports.
- Supervises and conducts investigations of suspected fraud, waste, or abuse.
- 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls for large and complex governmental entities.
- Knowledge of Florida Statutes, Attorney General Opinions, and general practices associated with Florida county government.
- Knowledge of legal issues concerning investigations.
- Ability to apply computer applications and software.
- Ability to apply knowledge of internal auditing 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 develop, plan, direct, and supervise professional employees.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise and manage subordinates.

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Re-instated	EEOC Code	Overtime Code
2/13	Officials & Manager	Exempt

# CHIEF DEPUTY DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19150	150

## Nature of Work

This is responsible senior management administrative, professional, technical, and senior management level work in the official position responsible for Inspector General/Chief Audit Executive (IG/CAE) tasks and activities. This is responsible delegated executive work managing, planning, directing, and performing county audit and investigation functions. The incumbent develops, plans, directs, and performs all internal audit programs and investigations designed to ensure 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 for proper protection and use of funds and resources. The incumbent directs a staff and performs audit functions that must conform to the minimum standards of those contained in the Standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspectors General and other recognized professional societies. The incumbent directs investigations from information received regarding possible fraud, waste, or abuse that must conform to the minimum standards of those contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General. Work is performed under the direction of the Clerk of the Circuit Court and Comptroller.

## Minimum Qualification Requirements

- 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 plus 6 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 2 years as a supervisor or manager over auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies that required the candidate to supervise and manage audit staffs.); or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## 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.
- Candidate to possess or obtain other highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, plans, directs and supervises the work of a professional staff of internal auditors engaged in the systematic auditing of fiscal and financial transactions and investigations.
- Evaluates internal accounting and administrative controls in relation to cost-benefits and effectiveness.
- Reviews audit findings, documents, papers, investigative reports, and special studies prepared by subordinates to prepare comprehensive final reports to audits and recommendations.
- Provides counsel and advice to county officials on matters related to audit reports, special studies, and other related recommendations.

**CHIEF DEPUTY DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION  
(continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>19150</b>	<b>150</b>

**Illustrative Tasks (continued)**

- Assists State of Florida, federal, as well as other independent auditors as required, and reviews final audit reports.
- Supervises and conducts investigations of suspected fraud, waste, or abuse.
- 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 Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls for large and complex governmental entities.
- Knowledge of Florida Statutes, Attorney General Opinions, and general practices associated with Florida county government.
- Knowledge of legal issues concerning investigations.
- Ability to apply computer applications and software.
- Ability to apply knowledge of internal auditing 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 develop, plan, direct, and supervise professional employees.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise and manage subordinates.

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Re-instated	EEOC Code	Overtime Code
2/13	Officials & Managers	Exempt