



<b>Job Title</b>	<b>Information Systems Audit Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>9</b>	<b>Job Code</b>	<b>17219</b>

**Class Specification – Information Systems Audit Supervisor**

<b>Summary Statement:</b>	
<p>The purpose of this position is to carry out the mission of the Office of the City Auditor, which is to provide Council an independent, objective, and comprehensive auditing program for operations of the City of Colorado Springs; evaluate the adequacy of financial controls, records, and operations and the effectiveness and efficiency of organizational operations; provide the Council, management, and employees objective analyses, appraisals, and recommendations for improving systems and activities. This is accomplished by participation in selection and supervision of audit staff members and information technology audits and project management, annual audit planning, and staff development.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Supervises activities of audit staff including coordinating specific assignments; reviewing work; answering questions; providing guidance and feedback; mentoring and coaching. Develops and approves staff's audit planning documents, including risk assessment and assessment of fraud risk. Supervises and reviews audits to ensure the audits are performed and documented in compliance with department procedures, professional standards, and peer review requirements. Communicates audit findings and recommendations to client at all levels in the organization in person and via written reports to management, City Council, and the public. Ensures written reports meet the needs of internal and external stakeholders.
15%	Performs or assists in the completion of audit project planning, fieldwork and reporting. This may include conducting meetings and interviews with client, research, data analysis and synthesis, developing and verifying audit findings.
15%	Prepares training plans; participates in performance planning; and evaluates performance. Prepares pay progression and position reclassification paperwork. Plans, prioritizes, and schedules activities of team members. Prepares human resources information regarding hiring process, conducts interviews, reviews applications, and



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	ranks respondents.
10%	Responsible for special projects and administrative functions by research, investigations, and communications; contributing potential projects for annual audit planning; status reporting; project management; and potential project development. Communicates with key stakeholders for continuous improvements on the audit process; meets with department managers to develop professional relationships, improve idea sharing and support client and audit goals and objectives.
5%	Attends professional development and training to maintain professional certifications; remains current in accounting, auditing, and fraud examination theory and practices; and participates in local professional associations and qualified continuing professional education; participations in committees; utilizes information obtained to understand vision and challenges of audit; provides professional direction regarding audit and control issues; and remains current on information system auditing and audit standards.
5%	Identifies and supports technical solutions to assist audit department by providing initial troubleshooting for all information technology resources utilized by department; evaluation of department's need for technical solution; communicates information technology issues unable to be quickly resolved to the appropriate IT support organization; administers audit software; and acts as liaison between audit staff and other entities related to the city for gaining access to their data and other information technology resources.
5%	Assists other auditors with the use of technical audit tools by learning how to use the audit tools to advise staff on how to perform desired functions; communicates the technical aspects of the tools in a non-technical, easy to understand manner; and describing previous experiences with the tools to help generate better understanding of tool's capability.

**Competencies Required:**

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.



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**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, information systems or related. Work requires broad knowledge in a general professional or technical field.

**Experience:** Five years of full-time professional experience with information systems and information systems auditing.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.



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Additional appropriate education may be substituted for the minimum experience requirements.

<b>Certifications and Licenses:</b> Must possess or be able to acquire one of the following certifications and/or licenses.	
Certified Information System Auditor (CISA)	By start date
Certified Public Accountant (CPA)	By start date
Certified Internal Auditor (CIA)	By start date
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**  
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

**Supervision Received:**  
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**  
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never



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Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, ACL or other data-mining software, TeamMate, SharePoint, and ERP systems.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: October 2014