



<b>Job Title</b>	Information Systems Auditor I	<b>FLSA Status</b>	Exempt
<b>Band</b>	PRO	<b>Probationary Period</b>	At-Will
<b>Zone</b>	5	<b>Job Code</b>	17212

**Class Specification – Information Systems Auditor I**

**Summary Statement:**

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; 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 position also verifies the information technology policies, practices, and procedures for the City of Colorado Springs and its related entities that are appropriate according to the entity’s goals and objectives, as well as being implemented effectively in the information technology systems.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Information Systems Auditor series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<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.
30%	Plans audits by learning about the entity’s objectives via communications with entity management and other resources (internal documentation, website, other publicly available resources, etc.); learning about the information systems that support those objectives via communications with entity personnel and analysis of entity; and learning about information technology industry best practices and arising concerns (new technologies, new regulations, new operational practices, etc.) relevant to these information systems. Plans audits in accordance with accepted professional standards. This typically includes reviewing prior audit work, reports, applicable policies, procedures and regulations; risk assessment; developing an audit program for review and approval by senior staff; evaluating fraud risk; researching and documenting internal controls and efficiency of operations; and research best practices or industry criteria for audit



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	measurement.
40%	<p>Conducts audit fieldwork by communicating with entity management personnel to obtain evidence of the effectiveness of the information technology policies and procedures being utilized; documenting how evidence supports conclusions; and documenting audit information in audit documentation system software.</p> <p>Performs audits by through a combination of the following activities: interviewing personnel; assessing internal controls; review and verify processes; perform data mining and analytics; communicate clearly and concisely with management through different mediums; maintaining objectivity; building secure relationship with clients to ensure information accuracy; handling high pressure situations and meetings.</p>
10%	<p>Reports audit results by documenting audit findings; making recommendations for corrective action; writing an initial draft of the audit report; clearing audit notes from supervisor's review; discussing audit results, findings and recommendations with audited management; and performing annual audit follow-ups. Communicates results of audit by converting highly technical information into terminology that can be understood by non-technical personnel.</p>
5%	<p>Handles special projects; providing external audit support; researching and responding to fraud hotline; contributing potential projects for annual audit planning; status reporting; project management; attending staff meetings and team building activities. Attends to professional development and training by maintaining professional certifications; remaining current in information technology security, auditing theory and practice; and participate in local professional associations and qualified continuing professional education.</p>
15%	<p>Assists other auditors with the use of technical audit tools by learning how to use the audit tool to advise staff on how to perform desired function; communicating the technical aspects of the tool in a non-technical, easy to understand manner; and describing previous experiences with the tool to help generate better understanding of tool's capability. Utilizes audit software for other auditors/audits; and acting as liaison between audit staff for gaining access to their data and other information technology resources. Occasionally works with other auditors to perform data analysis in assistance of financial and performance audits.</p>



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**Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

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

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**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 a related field.

**Experience:** One year of full-time professional experience with information systems or information systems auditing.



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**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.

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

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never



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Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
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, TeamMate, ACL, and data mining software.

*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: May 2015