

Market Range Detail - Internal Audit Supervisor Specialized

Effective Date

January 20, 2014

Market Range Title Description

Positions in this market range title are responsible for the oversight and supervision of a staff of Internal Auditor and Internal Auditor Senior - Specialized positions responsible for performing specialized information technology or law enforcement audit work. Supervisory responsibilities include developing performance plans, monitoring and evaluating performance, coaching and counseling staff, interviewing and hiring new staff and determining work priorities. Work is performed under the direction of the Internal Audit Manager and Director – Internal Audit.

Depending on the specialty assignment, primary duties typically include: supervising the daily operations of assigned audit operations; resolving complex audit matters; identifying and evaluating the County's information technologies or law enforcement environment and assessing risks; implementing and establishing the information technology or law enforcement sections of the County's annual audit plan; assisting the Internal Audit Manager in assigning, scheduling and budgeting specialized audits; developing audit plans and procedures; developing, reviewing and approving audit preliminary surveys, risk assessments and audit programs; reviewing and approving staff audit work papers; participating in department strategic planning; evaluating audit policies and procedures and recommending improvements as necessary; providing assistance, counsel and recommendations to County management regarding opportunities to increase organizational value by strengthening internal controls, streamlining processes, enhancing operating effectiveness, improving quality of results, reducing waste or loss, and furthering overall progress towards achievement of key business objectives reporting audit findings and recommendations; performing audit follow-up activities; attending and participating in audit opening and closing conferences; leading special projects assigned by management.

The Internal Audit Supervisor – Specialized is differentiated from the Internal Audit Supervisor in that incumbents are responsible for supervising a staff of Internal Auditor Senior – Specialized positions that solely perform specialized information technology or law enforcement audit work. This market range title is further differentiated from the Internal Audit Manager in that the latter is responsible for managing internal audit operations under the direction of the Director – Internal Audit.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$32.26	\$40.03	\$47.79

Likely Minimum Qualifications

- Bachelor's degree in Business Administration, Computer Science, Accounting, Criminal Justice or related field depending on area of assignment.
- One of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE). A master's degree in a related field may substitute for certification.
- For information technology (IT) assignments: Four years of professional audit experience which includes two years of IT audit experience.
- For law enforcement assignments: Four years of professional audit experience including two years of public safety/law enforcement audit experience.
- Prior supervisory audit experience preferred.
- Other specialized experience and certifications related to area of assignment may be preferred.

Working Titles

- IT Audit Supervisor
- Law Enforcement Audit Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.