

Market Range Detail - Internal Auditor Senior Specialized

Effective Date

January 20, 2014

Market Range Title Description

Positions in this market range title are responsible for performing countywide complex, specialized information technology or law enforcement internal audit work. Incumbents act as lead auditor on complex audits and direct the daily work of auditors assigned to the audit. Work requires a considerable degree of independent judgment and discretion in leading audits and providing recommendations to management. Work is performed under the direction of an Internal Auditor Supervisor – Specialized and the Internal Audit Manager.

Positions assigned to information technology audits, perform professional audits of automated systems and computer operations throughout the County to ensure that adequate controls are in place and that resources are used efficiently and effectively. Audits may include: new computer system development projects, commercially available software reviews, post implementation system reviews, data center operations, network security and integrity, applications and systems software, and business recovery and contingency planning.

Positions assigned to law enforcement audits, identify and evaluate the law enforcement environment of Maricopa County Sheriff's Office and other related departments and evaluate levels of risk. The law enforcement environment may include: case clearance, evidence room, property release and purge, vehicle impound, weapons inventory, seized drugs (disposal/destruction), warehouse operations, training compliance, patrol IGA, and vehicle usage.

Depending on the specialty assignment, primary duties typically include: conducting complex audits and leading audit teams; assigning and directing the daily work assignments of auditors assigned to the audit; directing, counseling and instructing assigned audit staff in professional standards and techniques; assisting the supervisor in performing risk assessments and annual strategic planning of audits; developing and reviewing preliminary surveys, risk assessments and audit programs; performing related field work and appropriate testing procedures; developing, executing and maintaining audit programs and documentation in support of IT, law enforcement, financial and performance audit requests; reviewing audit work papers; reporting audit findings and recommendations (verbally and in writing); attending opening conferences with County management to explain audit procedures; attending closing conferences to review audit findings and recommendations; performing audit follow-up activities; providing technical support and consultation to auditors as needed; providing input to the supervisor regarding staff performance; performing special assignments.

Positions in this market range title are differentiated from positions in the Internal Auditor market range title by performing audits of greater complexity that require a broader knowledge base and higher level of problem solving and decision making skills and acting as project team lead auditor. Positions are differentiated from positions in the Internal Auditor – Senior market range title in that positions are responsible for leading audits that require specialized knowledge and expertise in information technology or law enforcement.

Positions are further differentiated from positions in the Internal Audit Supervisor - Specialized market range title in that the latter has full supervisory for a staff of Internal Auditors and Internal Auditor Senior - Specialized positions.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.87	\$36.43	\$42.99

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.

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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: Three years of professional audit experience which includes some IT audit experience.
- For law enforcement assignments: Three years of professional audit experience including some public safety/law enforcement audit experience.
- Prior experience in a lead role preferred.
- Other specialized experience and certifications related to area of assignment may be preferred.

Working Titles

- Senior IT Auditor
- Senior Law Enforcement Auditor

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