



## Notice of Vacancy

**IPR#** 42625 **DATE:** January 31, 2018

**TITLE:** Internal Auditor Trainee-Opt. 2 (Upward Mobility Title)  
4 POSITIONS

**OFFICE:** Office of Finance & Administration / Bureau of Investigations & Compliance

**CONTRACT:** MC-09

**BRIEF DESCRIPTION OF DUTIES:** Under general supervision of an Audit Supervisor, the incumbent conducts external audits of simple areas as well as segments of complex areas. This includes financial and compliance reviews in the areas of consultant cost audits, overhead audits, pre-awards audits, construction reviews and other areas as well.

**TRAINING & EXPERIENCE:** Option 2: Accounting/Internal Auditing. Requires a bachelor's degree in the field of accounting or fiscal administration, successfully completing a minimum of 27 semester credit hours in accounting and/or law or an equivalent combination of education and experience. Requires extensive knowledge of auditing theory and procedures; of IDOT's programs, policies and regulations of management principles and techniques, and of state government. Must have a valid driver's license and ability to travel to remote audit sites as approximately 40% travel is required. Ensures compliance with departmental safety rules.

**UNIT:** Financial Review & Investigations

**LOCATION:** 2300 S. Dirksen Parkway, Springfield, IL

**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

**PAY GRADE:** MS-009 (Merit Compensation System)

**SALARY RANGE:** \$2,464 - \$4,731; In-Hire rate @ \$2854

**CONTACT PERSON:** Angela Covert, Bureau of Personnel Management, 217/782-5594

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Thursday, February 15, 2018

**POSTED FROM:** Thursday, February 1, 2018 **TO:** Thursday, February 15, 2018

**\*CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: [DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV)

\*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

\*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

**NON-STATE EMPLOYEES:** DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT [WORK.ILLINOIS.GOV](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

A handwritten signature in blue ink, appearing to read 'Betty Koehler'.