



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42863

DATE: May 15, 2018

TITLE: Public Service Administrator, Opt. 2 (Group B Title)
2 positions

OFFICE: Office of Internal Audit

CONTRACT: NON-AFSCME (CMS BBR-5)

BRIEF DESCRIPTION OF DUTIES: Under general direction, performs duties as an audit liaison for the department with external auditors regarding assigned audit areas, works with external auditors to ensure requested documents are provided timely, works with internal staff to interpret information to provide to external auditors. Manages and tracks assigned open findings from internal audits, external audits, Federal Reviews and other audits and reviews of the department. Conducts follow-up work on findings as required. Serves as a liaison for the Lean Process and Rapid Results initiative. This position coordinates assigned auditing operations with the Illinois Office of the Auditor General and the Legislative Audit Commission, in addition to federal program officials, such as the United States Department of Transportation and the General Accounting Office. S/He performs various routine and non-routine financial and non-financial audits and reviews to ensure compliance with Generally Accepted Accounting Principles (GAAP) and other applicable regulations.

TRAINING & EXPERIENCE: Option 2: Account/Internal Audit. Requires Bachelor's Degree with coursework in auditing, business management, public administration, economics, accounting or related subjects. Requires prior experience equivalent to three (3) years of progressively responsible administrative experience in conducting internal or external audits. Requires extensive knowledge of audit theory. Requires the ability to develop an internal audit program independently, including audit objectives, audit scope and necessary tests performed. Requires ability to evaluate internal audit controls to determine strength and weaknesses of the system. Requires the ability to prepare clear, concise and complete internal audit reports including audit findings, supporting documentation and recommendations. Requires a valid driver's license and ability to travel to remote audit sites with frequent overnight stays. Ensures compliance with departmental safety rules.

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

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

PAY GRADE: BBR-5

SALARY RANGE: \$3,116 - \$9,765

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

POSTED FROM: May 16, 2018 **TO:** June 6, 2018

Interested applicants must submit completed CMS-100 Application to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL 62706. Once the informational posting closes, IDOT Personnel will request that CMS grade all applications in the file for that title. At that time applicants will receive an Open Competitive Eligible Grade for that title. IDOT will request the Open Competitive Eligible List and contact applicants for an interview.

***GROUP B – titles are closed exams. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.**

Bucky Koehler