



IPR# 42899

DATE: June 8, 2018

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

OFFICE: Office of Internal Audit

CONTRACT: AFSCME – RC062

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Internal Audit Supervisor, travels to perform various complex routine and non-routine professional audit/reviews for departmental entities. Serves as an auditor performing a full range of audits and/or completing various segments of an audit. Prepares for and attends various meetings with internal staff and with agency personnel throughout the duration of the audit. Serves as Auditor in Charge; assigns audit segments to team members and explains the assignment's relationship to the overall audit objectives, receives, compiles and analyzes audit segment reports from team members; drafts final audit findings and develops audit reports. Conducts and/or attends entrance and exit conferences. Assists in the preparation of audit procedures and manuals.

TRAINING & EXPERIENCE: Option 2: Internal Auditing. Requires Bachelor's Degree with coursework in auditing, business management, public administration, and economics, accounting or related subjects. Requires prior experience equivalent to three years of progressively responsible administrative experience in public or private sector auditing office. Requires four years professional auditing experience. Requires extensive knowledge of auditing theory and procedures. Requires the ability to develop an internal audit program independently and/or as an Auditor in Charge, including audit objective, the scope of the audit and the necessary tests to be performed. Requires ability to prepare for, attend and conduct entrance audits finding prior to the issuance of the final audit report. Requires ability to evaluate internal audit controls to determine strengths and weaknesses of the system. Requires the ability to prepare clear, concise and complete internal audit reports including audit findings, supporting documentation and conferences to outlines recommendations. Requires extensive statewide travel. Driver's license required. Team lead experience preferred.

UNIT: Office of Internal Audit

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

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

PAY GRADE: RC062-24

SALARY RANGE: \$6,141- \$9,472

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

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, June 25, 2018

POSTED FROM: June 12, 2018

TO: June 25, 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**

***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 AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**

***GROUP B – TITLES ARE CLOSED EXAMS. APPLICATIONS FOR GROUP B CLOSED EXAM WILL BE MAINTAINED UNTIL AN AGENCY REQUESTS THAT THE TEST BE ADMINISTERED OR FOR A MAXIMUM OF ONE YEAR.**