

# Job Title: PUBLIC SERVICE ADMINISTRATOR - OPT 2 - IPR#45096

**Agency:** Department of Transportation

**Closing Date/Time:** 08/04/2021

**Salary:** \$6,692 - \$10,204 MONTHLY

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 2

**Plan/BU:** RC062

**Collective Bargaining Agreement language applies to this requisition: We are currently transitioning away from a paper application process to an electronic application process. This position has not been transitioned. Please follow the directions below when applying to this position.**

**DO NOT APPLY ONLINE  
\*\*DO NOT CLICK THE APPLY BUTTON\*\***

**CMS100/B Employment Application and all applicable documentation should be submitted to the Agency contact listed below.**

## Agency Mission Statement

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision, and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities. We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

30%

1. As an auditor, conducts entrance conferences with agency personnel to discuss the detail, duration, and scope of the audit.
  - Reviews agency program operations and records for completeness, accuracy, compliance with agency standards, procedures, and the adequacy of internal controls.
  - Documents the agency control structure for efficiency and effectiveness.
  - Plans and writes audit programs.
  - Prepares for and attends various meetings with internal staff and agency personnel throughout the duration of the audit.
  - Travels to perform job duties.

30%

2. Based on workload demands, conducts audits for departmental operations.
  - Analyzes and compiles information gathered during the audit and prepares working papers, supporting materials, and preliminary audit findings for review by the Chief Internal Auditor.

- Drafts final findings and develops audit reports, submits final audit findings and audit reports to management, prepares correspondence for distribution of reports, and maintains the audit file pending the auditee's responses and finalization of reports.
- Conducts exit conferences to discuss audit findings with agency personnel.

15%

3. Drafts final audit findings and develops audit reports.

- Submits final audit findings and audit reports to management.
- Prepares correspondence for distribution of reports.
- Maintains the audit file pending the auditee's responses and finalization of reports.
- Conducts exit conferences to discuss audit findings with agency personnel.

### **(Job Responsibilities continued)**

10%

4. Serves as Auditor in Charge on various complex non-routine audit projects.

- Conducts and/or attends entrance conferences with agency personnel to discuss detail, duration, and scope of the audit.
- Monitors the preparation of audits by staff, evaluates the method and substance of the audit, and develops audit reports.
- Submits final audit findings and audit reports to management.
- Prepares correspondence for distribution of reports and maintains the audit file pending the auditee's responses and finalization of the report.
- Conducts exit conferences to discuss audit findings with agency personnel.
- Prepares for and attends meetings throughout the duration of the audit.
- Confers with the Internal Audit Supervisor during the course of an audit regarding changes in audit emphasis, problems that many have arisen, and the progress of the audit.

5%

5. Continues education through formal and in-house training.

- Confers with audit professionals to increase knowledge in audit practice and technique and in the programmatic activities of assigned offices.

5%

6. Assists in the preparation of departmental audit procedures and manuals.

5%

7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

### **Minimum Qualifications**

1. Knowledge, skill, and mental development equivalent to completion of four (4) years of college preferably with courses in auditing, business management, public administration, economics, accounting, or related subjects.
2. Prior experience equivalent to three (3) years of progressively responsible administrative experience in public or private sector auditing.
3. Prefer three years professional auditing experience.

### **Knowledge, Skills, and Abilities**

1. Extensive knowledge of auditing theory and procedures.
2. Ability to develop an internal audit program independently and/or as an Auditor in Charge including the audit objective, scope of the audit, and necessary tests to be performed.
3. Ability to prepare for, attend, and conduct entrance audit findings prior to the issuance of the final audit report.
4. Ability to evaluate internal audit controls to determine strengths and weaknesses of the system.
5. Ability to prepare clear, concise, and complete internal audit reports including audit findings, supporting documentation, and conferences that outline recommendations.

## Conditions of Employment

1. Driver's license.
2. Extensive statewide travel.

## Marketing Statement

The Illinois Department of Transportation is seeking to hire an Internal Auditor. Under general direction of the Chief Internal Auditor, 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 agency personnel throughout the duration of the audit. Serves as Auditor in Charge; assigns audit segments to staff and explains the assignment's relationship to the overall audit objectives; receives, complies, and analyzes audit segment reports from staff; and drafts final audit findings and develops audit reports. Conducts and/or attends entrance and exit conferences. Continues education through formal and in-house training. Assists in the preparation of audit procedures and manuals.

**Work Hours:** 8:00 AM to 4:30 PM Monday - Friday

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Internal Audit

**Agency Contact:** DOT.CO.BPM.EmploymentApplications@Illinois.gov

**Job Function:** Fiscal/Finance/Business; Transportation

**CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.**

## APPLICATION INSTRUCTIONS

**DO NOT APPLY ONLINE.**

Please submit application via email to: DOT.CO.BPM.EmploymentApplications@Illinois.gov

### Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - Older versions of the **CMS-100B** will not be graded or returned to applicants.
  - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

### Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.

- A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
- Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

**Non-State Employees:**

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
  - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.