

OFFICE OF THE AUDITOR GENERAL
INFORMATION SYSTEMS AUDITOR
(ISA) IV (Supervisory)

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for performing or assisting in performing planning, fieldwork, and reporting functions of information system audits of governmental agencies. Responsible for supervising the work of staff assigned to an audit. Manages staff audits or manages, coordinates, and monitors engagements performed by special assistant auditors under contract to the Office of the Auditor General.

RELATIONSHIP OF THE POSITION TO OTHER POSITIONS

Exercises supervision over assigned auditors. Under the general supervision of the Financial/Compliance Director and the Principal of IS Audits, or when appropriate during an audit engagement, under the direct supervision of an ISA V.

Reporting relationships may vary depending upon the nature of the assignment.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS:

The ISA IV should be capable of performing the following duties without the need for direct supervision. The ISA IV may perform all or some of the following functions depending upon needs of the Office.

1. Gathers, interprets, compiles, and analyzes data for information systems audits of governmental agencies.
2. Oversees the work of auditors who are involved in this process. May report to an ISA V.
3. Maintains a working knowledge of information systems auditing techniques, Illinois State government, and professional auditing standards.
4. Leads or participates on an audit team contributing ideas, completing assigned duties and discussing with Principal of IS Audits methods to be applied in the audit context.
5. Exercise supervision over other team members, as assigned.
6. Receives controlled assignments of increasing difficulty and responsibility.
7. Travels to audit site locations and obtains audit evidence. Performs audit fieldwork which includes examination of information systems controls and preparation and organization of workpapers showing the results of audit examinations. May oversee the work of auditors who are performing fieldwork.

8. Reviews data and other information pertinent to the audit.
9. Conducts interviews of agency staff to elicit factual information.
10. May oversee the work of auditors who are involved in this process.
11. Prepares drafts of audit findings and reports. May oversee the work of staff drafting findings or reports.
12. Develops audit scopes and fieldwork audit plans.
13. Reviews workpapers, report draft segments, and audit findings prepared by assigned auditors to ensure accuracy, completeness, clarity, and conformance with audit standards and office policy.
14. Bears responsibility, as assigned, for distributing, directing, and evaluating daily work of assigned staff.
15. Develops data-retrieval applications or databases for use in audits.
16. Develops and delivers training programs.
17. Negotiates and monitors contracts when assigned.
18. Exercises initiative for self-development by actively seeking increased knowledge of the field of IS auditing.
19. Participates actively in on-the-job training and other training available through the office. May prepare for career movement to ISA V.
20. Performs other assigned or required duties.

CAPABILITY REQUIREMENTS

Education. The ISA IV requires at least a bachelor's degree in computer science, management information systems, cybersecurity, information studies, accounting, business administration or another degree with a significant relationship to the above tasks.

Some positions may require credentials which are more limited than, or are different from, those listed above and preference will be given to individuals with the desired education or equivalent experience suitable for those positions.

Experience. Requires at least one year's experience as an ISA III or demonstrated ability commensurate to the attainment of experience necessary to be promoted or hired to the ISA IV position. A Master's Degree from an accredited college or university, certification as a Certified Information Systems Auditor, or another professional designation when appropriate to the position may, at the Office's discretion, be substituted for one year of required experience.

Other Required Characteristics. Requires strong communication, analytical and technical skills. Must be able to work as part of a team, take initiative, and meet deadlines.

Desired Characteristics. Preference may be given to those with desired characteristics pertinent to the position. Desired characteristics may include but are not necessarily limited to: supervisory experience with the management structures and operations of Illinois government; working knowledge of computer assisted audit techniques or data analysis; working knowledge of computer software packages such as Access, Excel, SQL, ACL, Netware; working knowledge of database design and development techniques; advanced degree; experience auditing information systems; advanced experience with information systems security, cybersecurity,

and control techniques; presentation skills; certification as a Certified Information Systems Auditor or another professional designation when appropriate to the position; experience with the National Institute of Standards and Technology, CoBIT, and professional auditing standards applicable to governmental entities.

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