

CLASS TITLE: INFORMATION SYSTEMS AUDIT MANAGER (DOA)

Class Code: 02640300
Pay Grade: 38
E.O.Code : A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to assist the Chief, Bureau of Audits in planning, organizing, supervising, and reviewing the work of a staff of professional auditors engaged in information technology audits and reviews of state agencies and private service providers; to perform independent information system (“IS”) audits and reviews and to report related audit findings to management; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative; work is reviewed during the audit process and upon completion for conformance with prescribed state policies and procedures, sufficiency of findings and adherence to professional auditing standards.

SUPERVISION EXERCISED: Plans, organizes supervises, and reviews the work of professional staff engaged in information technology audits and reviews of state agencies and private service providers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, to assist the Chief, Bureau of Audits in planning, organizing, supervising, and reviewing the work of a staff of professional auditors engaged in information technology audits and reviews of state agencies and private service providers.

To perform independent information system (“IS”) audits and reviews and to report related audit findings to management.

To be responsible for ensuring that information system control and security risks are clearly identified and addressed.

To support financial and/or performance audits by assessing IS controls as needed and requested.

To support investigative and/or forensic audits as needed and requested.

To provide support for sophisticated data analysis and extraction through computer assisted audit techniques.

To plan the information systems audit work to address agreed-upon audit objectives and to comply with applicable professional auditing standards.

To perform reviews of IS installations and services to determine the adequacy of logical and physical security controls; staffing and training; operational, change control, back-up and recovery procedures and business continuity planning.

To evaluate existing, proposed, and new applications, operating systems, technologies and networks.

For existing IS applications, to evaluate internal controls and the completeness and integrity of data, identify weaknesses within the applications, verify compliance with organizational policies and procedures, and ascertain the efficiency and effectiveness of the applications.

To audit the various stages of system development processes and/or participate as an external, independent advisor on control aspects as requested.

To recognize and identify the adequacy and effectiveness of the systems of internal controls, the compliance to laws and regulations, existing policies and procedures, and the reliability of existing management information applications.

To clearly and precisely communicate the results and conclusions at the end of an audit through the appropriate method of communication.

To prepare and organize audit working papers and files for the audit assignment according to appropriate requirements and applicable professional standards to ensure working papers are complete, include ample support for the audit conclusions and acceptably document compliance with the professional proficiency of IS audit standards, procedures and techniques.

To attend education and training seminars, conferences, workshops, etc. as requested by the Chief of Bureau of Audits.

To provide training to professional audit staff upon request.

To attend meetings and conferences as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices relating to governmental accounting and general administration; a thorough knowledge of professional auditing standards, methods and procedures applicable to computer assisted auditing techniques; a thorough knowledge of information systems and technology, specifically those utilized by state agencies and departments; a thorough knowledge of interviewing techniques and procedures and the ability to gather, analyze and evaluate information; the ability to analyze and interpret complex information systems, procedures, and reports and to prepare final reports and statements; the ability to plan, organize, supervise, and review the work of a professional staff engaged in information technology audits; the ability to interpret program laws, rules and regulations; ability to interact with the Department of Administration and Bureau of Audits senior management at all levels to resolve issues and problems as they arise; the ability to interact with general audit staff and to provide assistance by assessing IS controls in various agencies and departments being audited by the bureau; the ability to support investigative and/or forensic audits as needed and requested and to provide support for sophisticated data analysis and extraction through computer assisted audit techniques; the ability to prepare management reports; the ability to prepare clear, concise reports, work papers, analysis summaries, draft findings and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Information Technology supplemented by courses in accounting or business administration; and

Experience: Such as may have been gained through: employment in a supervisory position involving the performance of auditing complex governmental information systems.

SPECIAL REQUIREMENT: At the time of appointment, must possess a valid Rhode Island Driver's License and must maintain such licensure as a condition of employment.

Class Created: February 20, 2005