



Assistant Inspector General

Category: Exempt
Pay Grade: 150
Job Code: 19146

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible supervisory, administrative, and professional work planning, directing, and performing the audit and investigative function. An employee in this class develops, plans, directs, and performs audits and investigations designed to assure the accuracy and the effectiveness of accounting, financial, budgeting, personnel, procurement, contracting, and other operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work is to conform to the professional standards for audits and investigations of the division. The position reports to the Inspector General/Chief Audit Executive (IG/CAE) or designated official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Conducts audits, investigations, reviews, and consulting projects in accordance with the International Standards for the Professional Practice of Internal Auditing, the Principles and Standards for Offices of Inspector General, and the Principles and Standards for the Commission for Florida Law Enforcement Inspector General Accreditation;
- Manages staff and several ongoing audits and investigations simultaneously;
- Develops audit and investigative programs for specific assignments in the systematic evaluation of financial transactions and operations;
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation;
- Performs work specified in approved audit and investigative programs including research, analysis, and interviews to prepare evaluations and recommendations for improvements;
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness;
- Monitors IG staff to ensure work is done as intended and within time constraints;
- Assigns, instructs, trains, and evaluates the work of IG staff;
- Reviews audit reports, investigative reports, and special studies produced by IG staff, and prepares comprehensive final reports for consideration by management and senior officials;
- Provides counsel and advice to management officials on matters related to audit reports, investigative reports, special studies, and other related recommendations;
- Provides final review on work papers and ensures compliance with office policies and professional standards;
- Assists State of Florida, federal, as well as other independent auditors and investigators;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years with the Division of Inspector General as an IG auditor and/or investigator plus a minimum of three (3) highly desirable credentials identified by the Appointing Authority from the below list of occupation related certifications; or Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas), or a related field that includes technical and professional education and training evidencing competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements plus five (5) years of professional financial compliance, investigative and auditing experience in major government organizations, and/or large corporate organizations including a minimum of one (1) year managing audit and/or investigative staff performing audit and/or investigative functions. (Preference will be given to professional management candidates experienced in managing audit and/or investigative staff within governmental agencies and/or large corporate organizations.); or Master's degree that includes technical and professional education and training that evidences competency in a related field as described above and four (4) years technical and professional experience as described above.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates possessing highly desirable qualifications or occupation related certifications that include:
 - Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation,
 - Certified Inspector General (CIG),
 - Certified Inspector General Auditor (CIGA),
 - Certified Inspector General Investigator (CIGI),
 - Certified Public Accountant (CPA),
 - Certified Fraud Examiner (CFE),
 - Certified Internal Auditor (CIA),
 - Certified Information Systems Auditor (CISA),
 - Certified Government Finance Officer (CGFO),
 - Certified in Risk and Information Systems Control (CRISC),
 - Certified Fraud Specialist (CFS),
 - Certified in Risk Management Assurance (CRMA),
 - Or other equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the following standards, procedures, and practices for audits and investigations, including the Principles and Standards for Offices of Inspector General of the Association of Inspectors General, International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors, and the Florida Inspectors General Standards Manual for the Commission for Florida Law Enforcement Inspector General Accreditation;
- Knowledge of and ability to apply accounting and/or business principles, procedures, and practices;
- Knowledge of systems of internal controls;
- Ability to apply auditing and investigating knowledge to the variety of policies, practices, and systems found in a large and complex governmental organization;
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques;
- Ability to apply computer applications and software;
- Ability to communicate effectively, both orally and in writing;
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures;

- Ability to train, supervise, and manage professional IG staff;
- Ability to manage and supervise professional, technical, and clerical staff.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.