INFORMATION SYSTEMS AUDITOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs audits of District current and planned information systems controls; ensures the integrity of financial and operating information systems; provides support in the development and implementation of standards and procedures related to the effectiveness of computer applications; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class provides a review of new computer applications under development, evaluation of the effectiveness of existing systems and controls and support in the development and implementation of standards and procedures that produce optimum control and processing effectiveness in computer applications and the information processing environment.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Conducts audits of computer systems and technical environments; analyzes data for the adequacy and effectiveness of system integrity, accuracy, security and control; presents oral and written conclusions and recommendations to management for improved controls and information security, costs reductions and operational improvements; participates from the audit viewpoint in the development of new computer systems, advising the development team on information control and security issues.

2. Performs audits of information systems controls including data integrity, backup and disaster recovery, data center procedures, data communication and access controls, database administration and end user control; prepares formal written reports on analysis; findings and recommendations.

3. Performs special reviews, investigations, and projects upon request by management, including audits mandated by regulatory agencies and audits for areas under litigation.

4. Performs information systems audit planning; determines direction and scope of proposed audit; makes recommendations to management regarding planned audits and auditing procedures; interprets audit criteria, procedures, techniques and analytical materials to be used.

5. Proposes formal recommendations to management for improvements in system performance, integrity and control; follows up on implementation to ensure compliance with audit recommendations.

6. Develops and implements audit quality controls related to information systems; performs quality control reviews of audit reports; ensures clarity, accuracy, logic, and adherence to internal and externally mandated standard audit procedures.

7. Identifies and evaluates activities subject to audit coverage; assesses the degree of risk inherent in the audit in terms of cost, scheduling, and quality.

8. Provides technical guidance to auditing staff; performs information systems audits as part of audit team.

9. Maintains technical competence and knowledge on information technologies including new technologies with audit, security and control implications for the organization.

10. Assists audit teams with financial, performance, and contract audits as required

QUALIFICATIONS

Knowledge of:
Operations, services and activities of a comprehensive information systems auditing program.
Principles and practices of information systems auditing and control.
Principles and practices of business computer applications, mainframe systems and related information system technology such as local area networks and client/server environments.
Methods and techniques of analyzing information systems procedures and control.
Principles and practices of information systems functions, operations and activities, including information security and access controls, data integrity, backup and disaster recovery, database administration, local area networks and data communications, client/server systems and related functional areas.
Related standards of information systems auditing.
Advanced mathematics and quantitative methods such as statistical sampling and regression analysis.
Related Federal, State and local codes, laws and regulations.
Management principles and techniques.
Business and audit ethics.

Skill in:
Independently performing information systems audits.
Interpreting, explaining and enforcing department policies and procedures.
Operating office equipment including computers and supporting word processing and spreadsheet applications.
Performing statistical, financial and other mathematical analysis.
Analyzing risk and set audit priorities.
Understanding the environment and demands of the audited activities.
Understanding the consequences of audit results and the impact of the audit report.
Making prudent, defensible and timely decisions.
Exercising judgment in determining materiality of audit results.
Applying provisions of agreements, laws, rules, and regulations to information systems audits.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:
Must possess a valid California driver's license and have a satisfactory driving record.
Possession of a valid certificate as a Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), or Certified Public Accountant (CPA) is desirable.

MINIMUM QUALIFICATIONS

Education:
A Bachelor's degree in computer science, accounting, business administration, finance, or a closely related field from an accredited college or university.

Experience:
Two (2)years of (full-time equivalent) verifiable professional systems auditing experience.

Substitution:
Additional professional experience as outlined above may be substituted for the education on a year for year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
May require maintaining physical condition necessary for sitting for prolonged periods of time.

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