



# City of Los Angeles

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City of Los Angeles Personnel Department

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## CHIEF INTERNAL AUDITOR

**Class Code: 1619**

**Open Date: 05-29-15**

**Revised: 06-10-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$117,972 to \$146,577

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Chief Internal Auditor plans, organizes and coordinates the work of a group of professional, and technical employees engaged in conducting financial, performance, compliance and/or information technology audits of considerable scope, complexity and sensitivity; interacts with elected officials, City department managers and their staff, and members of the public; assists in representing the City and Office of the Controller on municipal committees and before government officials, citizens' groups and others for the purpose of presenting and explaining report findings and recommendations; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related duties as assigned.

### **REQUIREMENTS**

1. Graduation from an accredited four-year college or university with a degree in accounting, business administration, information systems, or a related field **and**
2. Three years of full-time paid experience in a position at the level of Internal Auditor IV, supervising professional audit staff engaged in conducting independent financial, performance, compliance and/or information technology audits in accordance with Generally Accepted Government Auditing Standards or Generally Accepted Auditing Standards.

### **NOTES:**

1. Applicants who lack six months of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
3. In addition to the regular City application, all applicants must complete the Chief Internal Auditor Qualifications Questionnaire at the time of filing. The Chief Internal Auditor Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
4. Advanced degrees or certifications such as a Master's or Doctorate in Business Administration, Public Administration, or related field, designation as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) or Certified Information System Auditor are desired but not required.
5. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTES:**

1. All application materials must be complete by the last date to file for you to be considered a candidate in this examination.
2. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be submitted online by **THURSDAY, JUNE 25, 2015.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from May 29, 2015 in the event that additional applicants need to be tested to meet hiring needs.

## **QUALIFICATIONS REVIEW**

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualifications for the position of Chief Internal Auditor. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of a Chief Internal Auditor, based solely on the information presented to the committee, will be invited to participate in the interview.

## **SELECTION PROCESS**

**Examination Weight: Interview ..... 100%**

Your examination score will be based entirely on an evaluation of your professional and personal qualifications. In the interview, emphasis may be placed on the adequacy of the candidate's experience, training, education and personal qualifications as they have provided the background necessary to perform the duties of a Chief Internal Auditor, including the knowledge of: generally accepted Government Auditing Standards; accounting principles as related to governmental entities; principles of organization and methods of analysis including program evaluation, financial auditing, performance auditing, information technology auditing, cost-benefit analysis, work measurement, and work simplification analysis; statistical methods; and the ability to: apply sound project management techniques; organize, analyze, and evaluate data using analytical techniques; interpret and apply pertinent laws to specific situations; determine if departments achieve stated objectives and performance levels and evaluate program results; identify opportunities to improve operations and services; establish and prepare manuals and instructions on the work procedures required in carrying out audit activities; develop subordinates through training and performance feedback and motivate subordinates to maximize productivity; apply pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; and other necessary skills, knowledge, and abilities.

Additionally, the interview board will consider the information in the candidate's Qualifications Questionnaire in their overall evaluation of the candidates' qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JULY 20, 2015 to JULY 31, 2015**.

## **NOTES:**

1. Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 1011 of the City Charter.
2. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of continuous service in those classes which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
3. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit as indicated above, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

## **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.