



# City of Los Angeles

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City of Los Angeles Personnel Department

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## INTERNAL AUDITOR

**Class Code: 1625**

**Open Date: 01-10-14**

### **ANNUAL SALARY**

\$59,424 to \$73,852; \$70,135 to \$87,132; \$82,830 to \$102,917; and \$102,625 to \$127,472

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

An Internal Auditor performs professional performance, financial and information systems audits, conducts preliminary surveys, analyzes data, prepares audit documents, and audits accounting and related records of a variety of tenants, businesses, organizations and City departments to determine revenue payments to City departments, to verify the status of nonprofit organizations, and/or to determine the accuracy of departmental financial accounts, adequacy of internal controls, and information systems applications integrities, to evaluate the effectiveness and efficiency of program operations. Employees at the level of Internal Auditor III and IV apply sound supervisory principles and techniques in maintaining an effective workforce, fulfill equal employment opportunity responsibilities, and perform related duties as assigned.

### **REQUIREMENT**

Graduation from a recognized four-year college or university **and** two years of full-time paid experience conducting performance, compliance, information systems, operations, financial or program audits in accordance with professional auditing standards.

A Master's degree in business, accounting, economics, finance, public administration, political science, computer science, engineering, law or designation as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) may be substituted for one year of the experience requirement.

### **NOTES:**

1. In addition to the regular City application form, each candidate is required to submit an Internal Auditor Qualifications Questionnaire. The Internal Auditor Qualifications Questionnaire is located within the Supplemental Questions section of the on-line City application. Applicants who fail to complete both the application form and the Qualifications Questionnaire together will not be considered further in this examination and their application will not be processed.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience is met.
3. Some positions require incumbents to perform field audits and to provide their own transportation. Employees in these positions must possess a valid California driver's license. Candidates for such positions 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 driving under the influence. In those situations where the employee's private vehicle is to be used, the vehicle shall be properly insured for use in City service upon appointment. Mileage will be paid in accordance with established policies.

### **WHERE TO APPLY**

Applications and Qualifications Questionnaires 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.

### **NOTES:**

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

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, JANUARY 30, 2014.**

### **NOTE:**

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 written test 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 January 30, 2014 in the event that additional applicants need to be tested to meet hiring needs.

## **EXPERT REVIEW COMMITTEE**

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualification for the position of 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 their Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of an Internal Auditor, based solely on the information presented to the committee, will be invited to participate in the interview.

## **SELECTION PROCESS**

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

The examination will consist entirely of an evaluation of the candidate's professional and personal qualifications by interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience, training and education as they have provided the background necessary to perform the duties of an Internal Auditor, including knowledge of: organization theory, public administration, systems theory, and the theory and practices of commercial and governmental accounting, including accounting systems, financial structures, budgeting concepts and practices, and Generally Accepted Accounting Principles (G.A.A.P.); theory, principle, practice and methods of auditing government organizations, including an understanding of standards for the professional practices of Internal Auditing (Institute of Internal Auditors), Generally Accepted Auditing Standards (American Institute of Certified Public Accountants), generally accepted Government Auditing Standards (GAO), and Information Systems Auditing standards; ability to: document audit findings in report format; write summaries in report format or for audit findings; use statistical methods to collect and analyze data in order to identify problems and recommend solutions; communicate orally and in writing in a clear and effective manner; interact tactfully and effectively with elected officials, other employees, and the public; and other necessary skills, knowledge and abilities.

Candidates will be notified by mail of the date, time and location of the interview, which will be held in Los Angeles.

At the times of the interview, candidates will be required to respond to an advisory essay problem related to the duties of an Internal Auditor. This material will not be scored separately, but will be provided to the interview board members for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates will receive additional information about the advisory essay when scheduled for the interview.

### **NOTE:**

In their overall evaluation of the candidates' job qualifications, the interview board will consider the information in the candidates' Internal Auditor Qualifications Questionnaire. Candidates may expect the interviewers to discuss this material with them during the interviews.

### **NOTES:**

1. An employee in this class may, on occasion, be required to work a variety of work schedules to include weekend and evening work assignments.
2. 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.
3. 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).
4. A final average score of 70% is required to be placed on the eligible list.

### **Notice:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN ONLY ON 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.