

## **New York State Department of Civil Service**

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 0211950**

**Director Internal Audit, NS**

### Brief Description of Class

Directors Internal Audit develop, plan, and direct internal audits of specific agency programs or functions, and make recommendations for improvement to ensure agency goals and objectives are met.

These positions exist at multiple State agencies.

### Distinguishing Characteristics

*Director Internal Audit:* exempt or non-competitive class position; oversees all internal audit functions; independently assesses the adequacy and effectiveness of agency operations.

### Illustrative Duties

*Director Internal Audit:* under the general direction of the agency head, establishes policies and procedures to develop and execute internal audit plans; identifies necessary resources and manages the conduct of internal audits; defines internal audit timeframes; monitors organizational changes, government mandates, laws, rules, and regulations that may alter the internal audit plan; coordinates and provides assistance to external auditors and the Office of the State Comptroller; reviews all agency programs, functions, and systems for adequacy and effectiveness; conducts analyses of risk assessment findings; supervises and coordinates agency investigations; provides internal audit reports to management; formulates recommendations that are intended to assist management in developing and implementing plans of corrective action to address deficiencies; establishes a follow-up process to monitor and ensure that recommended actions have been implemented; prepares annual audit plan for review and approval by management; informs those being audited on internal audit policies to ensure an understanding of the audit process, standards, and goals; performs auditing in the areas of risk management, control, and governance; participates on committees and task forces geared towards operational improvement; and prepares reports, briefings, and presentations for agency executive staff as requested.

### Minimum Qualifications

Non-Competitive: a bachelor's degree and five years of experience conducting or managing audits, examinations, or program reviews, including two years in a supervisory capacity.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

06/2024

LEM