

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 0211800

Assistant Director Audits, M-3

Brief Description of Class

Assistant Director Audits positions plan, direct, and monitor comprehensive audits, examinations, and appraisals of accounting records and financial affairs, of public, for profit, and non-profit organizations and businesses to ensure that accounts are maintained in compliance with governing laws, rules, regulations and contracts. Auditors determine the ability of the organization to conduct its programs efficiently and effectively; and evaluate internal controls and practices. These activities require the application of professional accounting and auditing standards and practices. These positions oversee a staff of Auditors performing audits on internal and external agency functions, depending on agency assignment.

These positions are classified at various State agencies such as the Office of the State Comptroller, Department of Health, and Office of Mental Health.

Distinguishing Characteristics

Assistant Director Audits: managerial level; administrative supervisor of multiple audit teams led by Auditors 3; oversees all audit staff assigned to a bureau or division.

Illustrative Duties

Guides the development and implementation of the strategic, operational, and long-term planning and direction of bureau.

- Plans, organizes, and directs audit activities.
- Assists in developing and implementing annual audit plans and goals.
- Assists in developing audit objectives and ensures work is properly planned.

Ensures audits are conducted in accordance with generally accepted auditing standards.

- Monitors audit policies and procedures to ensure compliance.

Reviews and edits all audit reports.

Ensures the timely preparation and communication of recommendations to improve functions audited and monitor that corrective action plans are developed and implemented.

Identifies major policy issues and overall challenges and recommends appropriate staff resources.

Leads, designs, and implements new audit methods and products.

Represents agency with stakeholders.

Prepares reports, briefings, and presentations as required.

Translates policy directives into operational procedures.

Performs the full range of administrative and supervisory responsibilities such as preparing performance evaluations, and evaluating candidates for appointment and promotion.

Minimum Qualifications

Assistant Director Audits

Promotion: one year of service as an Auditor 3, Grade 27.

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 of the work that might be appropriately performed by a class. The minimum qualifications above are those 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.

9/2026

LEM