



# Information Technology Auditor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INFORMATION TECHNOLOGY AUDITOR I	0247	B22	\$54,614 - \$88,703
INFORMATION TECHNOLOGY AUDITOR II	0248	B24	\$62,004 - \$101,556
INFORMATION TECHNOLOGY AUDITOR III	0249	B26	\$72,886 - \$123,267
INFORMATION TECHNOLOGY AUDITOR IV	0250	B28	\$88,191 - \$149,155

## GENERAL DESCRIPTION

Performs information systems auditing work involving conducting audits of information systems, platforms, and operating procedures. Prepares audit findings regarding the efficiency, accuracy, and security of financial and non-financial programs.

## EXAMPLES OF WORK PERFORMED

Performs information technology audit work, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.

Performs information technology security reviews and general information technology or application control reviews, as needed, to address audit objectives.

Examines information technology control elements to mitigate information technology risks regarding the confidentiality, integrity, and availability of business information.

Provides recommendations on the use, integration, maintenance, and enhancement of an entity's information technology systems.

Participates in audits of technology platforms, information systems, and information technology operating procedures; and examines information technology internal controls and security.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between entry and journey levels include the degree of independence in performing the work and the complexity of the work and may include the years of related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**INFORMATION TECHNOLOGY AUDITOR I:** Performs entry-level information systems auditing work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine information systems audit work following standard procedures.

**INFORMATION TECHNOLOGY AUDITOR II:** Performs complex (journey-level) information systems auditing work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may routinely assist other staff in performing work of greater complexity. Employees may:

- Prepare system and data diagrams to identify manual and systems process interactions and critical controls.
- Provide technical support for financial and performance audits.

***Note:** A senior-level employee (levels III-IV) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will be normally found at levels IV and V.*

*A senior-level employee may perform the full range of work identified in the preceding levels and may coordinate, evaluate, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of audits, and the employee's related experience, education, and certifications.*

**INFORMATION TECHNOLOGY AUDITOR III:** Performs advanced (senior-level) information systems auditing. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may independently perform auditing work that is highly complex in nature or large in scale and may prepare and review audit reports dealing with complex and sensitive issues in a timely manner for internal and external audiences.

**INFORMATION TECHNOLOGY AUDITOR IV:** Performs highly advanced and/or supervisory (senior-level) information systems auditing. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and perform information technology audit work that is highly complex in nature or large in scale.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience and/or education in a field relevant to the work being performed. Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to be specific and meet the agency's business needs. Agencies also may substitute experience and education for one another, if appropriate and allowed by statute.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of generally accepted information technology audit and financial standards and practices, information technology security and control practices, and information technology management practices.
- Skill in collecting and analyzing data; and in using analytical software tools, data analysis methods, and other computer applications.
- Ability to communicate effectively.

### **Additional for Information Technology Auditor III-IV levels**

- Ability to oversee and/or supervise the work of others.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Certified Public Accountant (CPA), or Certified Internal Auditor (CIA).