

## UPWARD MOBILITY PROGRAM Annotated Guide

Target Title: **Internal Auditor Trainee**

Position Title Code: 21726

Salary Grade: SG-12

Credential or Certificate: Credential

Promotional Title: Internal Auditor I

User Agency: Agriculture, Conservation, Insurance, Children and Family Services, Public Health, State Police, Mental Health, Transportation, Professional Regulation, Revenue, Corrections, Public Aid, Energy and Natural Resources, Alcoholism and Substance Abuse, Rehabilitation Services, Commerce and Community Affairs, Employment Security, Human Rights Commission.

Options: Option 1 - General

Option 2 - Accounting and Fiscal Administration

An Internal Auditor Trainee, under direct supervision for a period of 6 to 12 months, participates in an agency-sponsored internal auditing program; receives classroom and on-the-job training to learn auditing techniques and procedures, formal review, analysis and evaluation of the effectiveness of an agency's statewide internal operations and controls; participates in on-the-job training in how to conduct internal/external audits by programs in accordance with audit guidelines; learns how to prepare audit reports, detail findings and deficiencies, and make recommendations for corrections; learns how to provide management with information as to the agency's operational effectiveness and to make recommendations about areas of inefficiency and non-compliance with policies and regulations.

Option 1 - General

Minimum Training and Experience

Bachelor's degree with course work in business management, public administration, economics, mathematics, computer science, or other related subjects.

Option 2 - Accounting and Fiscal Administration

Minimum Training and Experience

Bachelor's degree in the field of accounting and fiscal administration. May require a valid driver's license and ability to travel to remote audit sites.

### Grading Guide

Option 1 - General

"A" grade = Bachelor's degree with a minimum of 27 semester hours in business, management, public administration, economics, computer science, math, finance, marketing, accounting and statistics or related course work.

"B" grade = Bachelor's degree with a minimum of 20 semester hours of above course work.

Option 2 - Accounting & Fiscal Administration

"A" grade = Bachelor's degree with a minimum of 27 semester hours in accounting.

"B" grade = Bachelor's degree with a minimum of 20 semester hours in accounting.

2/93 Content Revisions

6/08 Salary Revised