Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

STAFF AUDITOR I (AT-28)

EDUCATION AND EXPERIENCE: Must meet the following:

(a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor’s degree in business administration, accounting, or related field

LICENSES / CERTIFICATIONS: Possession of a valid Oklahoma Class “D” Driver License

DEMONSTRATED SKILL PROFICIENCY: Successful completion of Staff Auditor I hiring process

To Progress to Staff Auditor II AT-32:

A Staff Auditor I (AT-28) is eligible to progress to Staff Auditor II (AT-32) upon successful completion of all of the following:

1. Two (2) years of experience as an internal auditor
2. Minimum of one (1) year of experience as Staff Auditor I
3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management
STAFF AUDITOR II (AT-32)

EDUCATION AND EXPERIENCE: Must meet the following:

(a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor’s degree in business administration, accounting, or related field; and,

(b) Two (2) years of experience as an internal auditor

LICENSES / CERTIFICATIONS: Possession of a valid Oklahoma Class “D” Driver License

DEMONSTRATED SKILL PROFICIENCY: Successful completion of Staff Auditor II hiring process or progression from Staff Auditor I

Proficiency Increase:

An increase to the next step within the AT-32 pay grade will be awarded to the Staff Auditor II with a minimum of three (3) months of experience and who successfully completes both of the following:

1. In-Charge one (1) audit

2. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

To Progress to Senior Internal Auditor:

A Staff Auditor II is eligible to progress to Senior Auditor (EX-40) upon successful completion of all the following:

1. Four (4) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as an in-charge auditor

2. Minimum of two (2) years of experience as Staff Auditor II

3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management
**SENIOR INTERNAL AUDITOR (EX-40)**

**EDUCATION AND EXPERIENCE:** Must meet the following:

(a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor’s degree in business administration, accounting, or a related field; and,

(b) Four (4) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as an in-charge auditor.

**LICENSES / CERTIFICATIONS:** Possession of the valid Oklahoma Class “D” Driver license

**DEMONSTRATED SKILL PROFICIENCY:** Successful completion of Senior Auditor hiring process or progression from Staff Auditor II

**Proficiency Increase:**

An increase to the next step within the EX-40 pay grade will be awarded to the Senior Internal Auditor with a minimum of three (3) months of experience and who successfully completes all of the following:

1. Completes forty (40) hours of continuing professional education, not previously taken, as approved by management
2. Successful completion of one (1) section of the following: Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, or other equivalent professional certifications as approved by management
3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

**To Progress to Senior Internal Auditor II:**

An increase to Senior Auditor II (EX-44) pay grade will be awarded to the Senior Auditor who successfully completes all of the following:

1. Six (6) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as an in-charge auditor.
2. Minimum of two (2) years of experience as Senior Internal Auditor
3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management
EDUCATION AND EXPERIENCE: Must meet the following:

(a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field; and,
(b) Six (6) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as a Senior Auditor.

LICENSES / CERTIFICATIONS: Possession of the following:

(a) Possession of a valid Oklahoma Class “D” Driver license
(b) Possession of one of the following or other equivalent professional certification must be obtained within two years of date of hire, as approved by management:
   • Certified Public Accountant; or,
   • Certified Internal Auditor, or
   • Certified Information Systems Auditor

DEMONSTRATED SKILL PROFICIENCY: Successful completion of Senior Auditor II hiring process or progression from Senior Auditor.