

**STAFF AUDITOR PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

To Become: Staff Auditor I (AT-28)

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, or related field

**CITY OF TULSA
EXPERIENCE:** None Required (This is an entry level professional auditing position)

TRAINING: None Required

**LICENSES/
CERTIFICATES:** Possession of a valid Oklahoma Class "D" Operator's License

**BASIC JOB
COMPLEXITY:** Performs basic staff auditor duties in accordance with established policies and procedures under general supervision – see job description.

To Become: Staff Auditor II (AT-32)
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EDUCATION: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, or related field

EXPERIENCE: Minimum of two (2) years as a Staff Auditor I with the City (or two years of general audit or internal auditing experience for external applicants)

TRAINING:

Internal: Successful completion of City of Tulsa Training as specified in the Professional Development Curriculum (see Appendix A)

External: Tools and Techniques for the Beginning Auditor – 32 hours CEU
Audit Interviewing Techniques – 18 hours CEU
Total external = 50 CEU's

LICENSES/

CERTIFICATES: Possession of a valid Oklahoma Class "D" Operator's License

DEMONSTRATED SKILL PROFICIENCY:

- Satisfactory participation as an audit team member on 2 to 4 audit project assignments depending on project size and complexity (i.e. projects involving 500 – 1000 audit hours)
- Satisfactory completion of two (2) control assessment projects
- Satisfactory performance as an In-Charge Auditor for two (2) small project assignments (i.e. less than 500 audit hours)

PERFORMANCE & PRODUCTIVITY:

Must be performing Staff Auditor I duties at least at a competent level and received a "Proficient" or above performance rating on the most recent review. Must be demonstrating increased productivity for the department due to development of knowledge, skills and abilities.

MINIMUM COMPUTER

COMPETENCIES: Satisfactory completion of intermediate level spreadsheet and word processing tests

To Become: Senior Internal Auditor (EX-36)
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EDUCATION: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, or related field

EXPERIENCE: Minimum of one (1) year as a Staff Auditor II with the City (or three (3) years of general audit or internal auditing experience for external applicants)

TRAINING:

Internal: Successful completion of City of Tulsa Training as specified in the Professional Development Curriculum (see Appendix B)

External: Skills for the New In-Charge Auditor – 32 hours CEU
Total external = 82 CEU's

LICENSES/

CERTIFICATES: Possession of a valid Oklahoma Class "D" Operator's License; and possession of one of the following professional certifications: CPA (Certified Public Accountant); CIA (Certified Internal Auditor); or CISA (Certified information Systems Auditor) or must obtain within three (3) years of hire date as a Senior Internal Auditor

DEMONSTRATED SKILL PROFICIENCY:

- Satisfactory performance as an In-Charge Auditor for two (2) medium to large audit project assignments (i.e. greater than 500 audit hours)
- Satisfactory performance supervising an audit team of one (1) to three (3) members including completion of team member project performance evaluations
- Satisfactory preparation and completion of the audit program, internal control evaluation, exit conference meeting and final report for 2 audit project assignments

PERFORMANCE & PRODUCTIVITY:

Must be performing Staff Auditor II duties at least at a competent level and received a "Proficient" or above performance rating on the most recent review. Must be demonstrating increased productivity for the department due to development of knowledge, skills and abilities.

MINIMUM COMPUTER

COMPETENCIES: Satisfactory completion of advanced level spreadsheet and word processing tests