<table>
<thead>
<tr>
<th>To Become:</th>
<th>Staff Auditor I (AT-28)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION:</strong></td>
<td>Graduation from an accredited college or university with a bachelor’s degree in business administration, accounting, or related field</td>
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<tr>
<td><strong>CITY OF TULSA</strong></td>
<td>None Required (This is an entry level professional auditing position)</td>
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<tr>
<td><strong>EXPERIENCE:</strong></td>
<td>None Required</td>
</tr>
<tr>
<td><strong>TRAINING:</strong></td>
<td>None Required</td>
</tr>
<tr>
<td><strong>LICENSES/ CERTIFICATES:</strong></td>
<td>Possession of a valid Oklahoma Class “D” Operator’s License</td>
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<tr>
<td><strong>BASIC JOB</strong></td>
<td>Performs basic staff auditor duties in accordance with established policies and procedures under general supervision – see job description.</td>
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</tbody>
</table>
**To Become: Staff Auditor II (AT-32)**

**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)**

**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