

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Assistant EDP Auditor

SERIES NO.:

6618

MAJOR AGENCIES:

Auditor of State only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the assistant EDP auditor occupation is to verify, analyze & appraise electronic data processing systems & perform audits to computer & application systems. At the first level, incumbents assist assistant EDP auditors in applying generalized audit software packages to conduct audit of public office or private organization. At the second level, incumbents perform EDP audits of public office or private organization. At the third level, incumbents perform multiple EDP audits simultaneously of public offices or private organizations. At the fourth level, incumbents act as lead professional worker over lower-level assistant EDP auditors &/or assistant auditors & oversee execution of multiple EDP audit assignments. At the fifth level, incumbents supervise assistant EDP auditors & oversee state-wide EDP audit activities.

CLASS TITLE:

Assistant EDP Auditor 1

CLASS NUMBER:

66181

EFFECTIVE DATE:

12/15/1991

CLASS CONCEPT:

The entry level class works under immediate supervision & requires working knowledge of accounting & EDP auditing procedures & techniques in order to assist assistant EDP auditors in applying generalized audit software packages to conduct EDP audits of public office or private organization.

CLASS TITLE:

Assistant EDP Auditor 2

CLASS NUMBER:

66182

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of accounting & EDP auditing procedures & techniques in order to independently perform EDP audits of public office or private organization.

CLASS TITLE:

Assistant EDP Auditor 3

CLASS NUMBER:

66183

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of accounting & EDP auditing procedures & techniques in order to simultaneously perform multiple EDP audits of public offices or private organizations & assist in training lower-level assistant EDP auditors & assistant auditors.

CLASS TITLE:

Assistant EDP Auditor Coordinator

CLASS NUMBER:

66184

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of accounting & EDP auditing procedures & techniques in order to act as lead professional worker over lower-level assistant EDP auditors &/or assistant auditors & oversee execution of multiple EDP audit assignments.

CLASS TITLE:

Assistant EDP Auditor Supervisor

CLASS NUMBER:

66185

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under administrative direction & requires extensive knowledge of accounting & EDP auditing procedures & techniques in order to supervise assistant EDP auditors & oversee state-wide EDP audit activities.

CLASS TITLE: Assistant EDP Auditor 1	CLASS NUMBER: 66181	BARGAINING UNIT: EX
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EFFECTIVE DATE:
12/15/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists higher-level assistant EDP auditors in applying generalized audit software to conduct audits according to generally accepted government auditing standards of public office (e.g., state agency, county, township, school district, municipality) & private organization receiving public funds, uses computer systems utilities (e.g., Dfsort, lebcopy, lebgener) to speed processing of data, generate financial reports, summarize financial data & compile samples of transactions for compliance testing, flowcharts computer systems & determines if EDP internal controls are effective, gathers information & documentation necessary for execution of EDP audit procedures, prepares EDP questionnaires & audit programs based upon auditee verbal responses, documentation & observation.

Prepares documentation of audit work (e.g., flowcharts accounting systems, writes narratives of computer systems, documents audit software programs), assists in preparation of audit reports under direction & supervision of higher-level Assistant EDP Auditor, uses microcomputer software (e.g., flowcharting II+, Lotus 1-2-3, Multimate word processing software) to assist in the preparation of audit workpapers & reports, creates audit & administrative data bases & worksheets under direction & supervision of higher-level Assistant EDP Auditor, performs periodic maintenance on assigned microcomputer & associated equipment & software.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; accounting systems*; algebra; auditing procedures adopted by Auditor of State*; basic auditing*; EDP internal hardware & software controls*; IBM systems utilities (e.g., Dfsort, lebgener, lebcopy)*; General Accepted Governmental Audit Standards*; Generalized Audit Software; (e.g., mainframe based Culprit, Microcomputer based-Pan Audit Plus)*; Information Systems Audit procedures*; Microcomputer software (Flowcharting II+, Lotus 1-2-3, Multimate)*; office practices & procedures*; public relations*. Skill in operation of motor vehicle; use of personal computer*; use of calculator; use of mainframe terminal*. Ability to calculate fractions, decimals & percentages; communicate factual & technical information clearly in writing; cooperate with co-workers; demonstrate high level of verbal communication skills*; gather, collate & classify information on data, people & objects; handle routine inquiries from & contacts with public officials; interpret variety of instructions in written, oral, picture or schedule form*; review technical EDP systems manuals*.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Baccalaureate degree from accredited college or university, or successful completion of at least 16 semester hours or equivalent in accounting or related field from accredited college, university, trade, technical or vocational school beyond high school level, or possesses at least 3 yrs. exp. in accounting or related field per Section 117.09 of Revised Code; valid Ohio driver's license.

-Or successful completion of equivalent examination provided for in Rule 4701-3-07 of Ohio Administration Code; valid Ohio driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion every two years of at least 80 hours of continuing education which contributes to professional proficiency, in accordance with standards promulgated by the Comptroller General of United States.

UNUSUAL WORKING CONDITIONS:

Requires frequent overnight travel.

CLASS TITLE: Assistant EDP Auditor 2	CLASS NUMBER: 66182	BARGAINING UNIT: EX
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EFFECTIVE DATE:

04/04/1993

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts EDP audits according to generally accepted government auditing standards of public offices (e.g., state agencies, counties, townships, school districts, municipalities) & private organizations receiving public funds, collaborates with higher-level Assistant Auditor in use of specialized audit software (e.g., Expert Auditor-Vax, Expert Auditor-System 36, MVS/Examine) to meet audit objectives, assists in planning audit of specific public office by discussing audit approach (e.g., controls or substantive) being used by financial auditors, determines type of computer hardware & software used by auditee & computer system flowcharts needs, performs technical review of access controls of computer systems (e.g., IBM, DEC, HP 3000, UNISYS) & determines integrity, performs review of prior year EDP audit workpapers, reviews applicable federal & state statutes to determine applicability to audit objectives & procedures, attends audit conferences with officials of auditee, assists probationary or lower-level assistant auditor or assistant EDP auditor while conducting assigned audits in understanding proper audit & operating procedures of auditees.

Generates financial reports, summarizes financial data & compiles samples of transactions for compliance testing, uses computer systems utilities (e.g., Dfsort, lebcopy, lebgener) to speed processing of data; flowcharts computer systems & determines if EDP internal controls are effective, gathers information & documentation necessary for execution of EDP audit procedures; prepares EDP questionnaires & audit programs based upon auditee verbal responses, documentation & observation; prepares documentation of audit work (e.g., flowcharts accounting systems, writes narratives of computer systems, documents audit software programs); assists in preparation of audit reports under direction of higher-level Assistant EDP Auditor, uses microcomputer software (e.g., Flowcharting II+, Lotus 1-2-3, Multimate word processing software) to assist in preparation of audit workpapers & reports; creates audit & administrative data bases & worksheets under direction of higher-level Assistant EDP Auditor; performs periodic maintenance on assigned microcomputer & associated equipment & software, oversees execution of routine audit procedures by higher-level assistant auditors or assistant EDP auditors for periods not to exceed thirty successive days.

MAJOR WORKER CHARACTERISTICS:

Knowledge of access controls to computer systems (e.g., IBM, DEC, HP 3000, UNISYS)* accounting; accounting systems; algebra; audit sampling (e.g., Attribute, Stratified, Dollar-Value)*; auditing procedures adopted by Auditor of State; basic auditing; basic report writing*; EDP internal hardware & software controls; IBM systems utilities (e.g., Dfsort, lebgener, lebcopy); programming language (e.g., Cobol, Foxbase, JCL); General Accepted Governmental Audit Standards; Generalized Audit Software (e.g., Mainframe based-Culprit, Microcomputer based-Pan Audit); Information Systems Audit procedures; Microcomputer software (Flowcharting II+, Lotus 1-2-3, Multimate)*; office practices & procedures; public relations; specialized audit software*; accounting &/or legal compliance statutes*. Skill in operation of motor vehicle; use of calculator; use of mainframe terminal; use of personal computer. Ability to calculate fractions, decimals & percentages; communicate factual & technical information clearly in writing; cooperate with co-workers; demonstrate high level of verbal communication skills; gather, collate & classify information on data, people, objects; handle routine inquiries from & contacts with public officials; interprets variety of instructions in written, oral, picture or schedule form; recognize & correct errors*; review technical EDP systems manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of at least

20 semester hours or equivalent in accounting, computer science or related field from accredited college, university, trade, technical or vocational school beyond high school level, or possesses at least 54 mos. exp. in accounting, auditing, data processing or related field, at least 18 mos. of which involved assisting in performance of audits, study, evaluation, documentation & testing of internal control systems, performance of audit tests, preparation of working papers & writing, testing & documentation of computer programs & draft reports; valid Ohio driver's license.

-Or 18 mos. exp. as Assistant Auditor 1, 66151; valid Ohio driver's license.

-Or 18 mos. exp. as Assistant EDP Auditor 1, 66181; valid Ohio driver's license.

-Or successful completion of equivalent examination provided for in Rule 4701-3-07 of Ohio Administrative Code; valid Ohio driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion every two years of at least 80 hours of continuing education which contributes to professional proficiency, in accordance with standards promulgated by Comptroller General of United States.

UNUSUAL WORKING CONDITIONS:

Requires frequent overnight travel.

CLASS TITLE: Assistant EDP Auditor 3	CLASS NUMBER: 66183	BARGAINING UNIT: EX
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EFFECTIVE DATE:

04/04/1993

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts multiple EDP audits simultaneously according to generally accepted government auditing standards, of public offices (e.g., state agencies, counties, townships, school districts, municipalities) & private organizations receiving public funds, assists in training lower-level EDP auditors & assistant auditors in use of specialized audit software (e.g., Expert Auditor-Vax, Expert Auditor-System 36, MVS/Examine), assists in reviewing workpapers of lower-level assistant EDP auditors & assistant auditors to ensure adherence to information systems audit standards, performs audits of computer operating systems using specialized audit software (e.g., Expert Auditor-Vax, Expert Auditor-System 36, MVS/Examine); uses advanced auditing techniques (e.g., Integrated Test Facility, program source code comparison, IBM System Management Facility record analysis) to determine integrity of computer operating systems & application programs (e.g., payroll, accounting), uses project tracking microcomputer software (e.g., SuperProject Plus, WhoWhatWhen) to ensure personnel are available for EDP audit engagements, writes technical audit report on issues developed during EDP audits, assists in training lower-level Assistant Auditor in use of specialized audit software (e.g., Expert Auditor-Vax, Expert Auditor-System 36, MVS/ Examine).

Assists in audit planning for specific public offices by discussing audit approach (e.g., controls or substantive) used by financial auditors; performs technical review of access controls of computer systems (e.g., IBM, DEC, HP 3000, UNISYS) & determines their integrity; reviews federal & state statutes to determine applicability to audit objectives & procedures; attends audit conferences with officials of auditee; assists in instruction of probationary or lower-level assistant auditors or assistant EDP auditors in proper audit & operating procedures of auditees while conducting assigned audits.

Assists in audits of public offices by applying Generalized Audit Software (e.g., generates financial reports, summaries of financial data, samples of transactions for compliance testing) to data files; uses IBM systems utilities (e.g., Dfsort, lebcopy, lebgener) to speed processing of data; flowcharts computer systems & determines if EDP internal controls are effective; gathers information & documentation necessary for execution of EDP audit procedures; prepares EDP questionnaires & audit programs based upon auditee verbal responses, documentation & observation; prepares documentation of audit work (e.g., flowcharts accounting systems, writes narratives of computer systems, documents audit software programs); assists in preparation of audit reports under direction of higher-level Assistant EDP Auditor.

Uses microcomputer software (e.g., flowcharting II+, Lotus 1-2-3, Multimate word processing software) to assist in preparation of audit workpapers & reports; creates audit & administrative data bases & worksheets under direction of higher-level Assistant EDP Auditor; performs periodic maintenance on assigned microcomputer & associated equipment & software; oversees execution of routine audit procedures by higher-level assistant auditors or assistant EDP auditors for periods not to exceed thirty successive days.

MAJOR WORKER CHARACTERISTICS:

Knowledge of access controls to computer systems (e.g., IBM, DEC, HP 3000, UNISYS); accounting; accounting systems; advanced EDP auditing techniques (e.g., Integrated Test Facility, program source code comparison, IBM System Management Facility, record analysis); algebra; audit sampling (e.g., Attribute, Stratified, Dollar-Value); auditing procedures adopted by Auditor of State; basic report writing; EDP internal hardware & software controls; EDP systems utilities (e.g., Dfsort, Iebgener, Iebcopy); programming language (e.g., Cobol, Foxbase, JCL); General Accepted Governmental Audit Standards; Generalized Audit Software (e.g., Mainframe based-Culprit, Microcomputer based-Pan Audit Plus); Information Systems Audit procedures; Microcomputer software (Flowcharting II+, Lotus 1-2-3, Multimate); manpower planning*; office practices & procedures; public relations; project tracking software (e.g., SuperProjectPlus, WhoWhatWhen)*; specialized audit software (e.g., MVS/Examine, Security Toolkit Audit 3000); accounting &/or legal compliance requirements (e.g., Ohio Administrative Law, Ohio Revised Code, Federal Single Audit Act); technical report writing*; workpaper & report review*, employee training & development*. Skill in operation of motor vehicle; use of calculator; use of mainframe terminal; use of personal computer. Ability to calculate fractions, decimals & percentages; communicate factual & technical information clearly in writing; cooperate with co-workers; demonstrate high level of communication skills; gather, collate & classify information on data, people, objects; handle routine inquiries from & contacts with public officials; interpret variety of instructions in written, oral, picture, or schedule form; recognize & correct errors; review technical EDP system manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of at least 24 semester hours or equivalent in accounting, computer science or related field from accredited college or university, trade, technical or vocational school beyond high school level, or possesses at least 6 yrs. exp. in accounting, auditing, data processing or related field, the last 18 mos. of which involved performing reviews of data processing internal controls, assisting in performance of audits, performance of audit tests, preparation of working papers, writing, testing & documentation of computer programs & draft reports & coordination & evaluation of work of auditors of same or lower-level responsibility; valid Ohio driver's license.

-Or 18 mos. exp. as Assistant Auditor 2, 66152; valid Ohio driver's license.

-Or 18 mos. exp. as Assistant EDP Auditor 2, 66182; valid Ohio driver's license.

Note: 24 semester hours or 36 quarter hours in accounting, or successful passage of an equivalent examination provided for under Section 4701.06, Revised Code, may be substituted for a portion of previously stated minimum qualifications, with an applicant having to satisfy remaining requirements.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion every two years of at least 80 hours of continuing education which contributes to professional proficiency, in accordance with standards promulgated by Comptroller General of United States.

UNUSUAL WORKING CONDITIONS:

Requires frequent overnight travel.

CLASS TITLE: Assistant EDP Auditor Coordinator	CLASS NUMBER: 66184	BARGAINING UNIT: EX
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EFFECTIVE DATE:
04/04/1993

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead professional worker (e.g., provides work direction & guidance, assists in preparation of personnel actions, trains in use of specialized audit software, instructs in proper audit & operating procedures of auditees) over lower-level assistant EDP auditors &/or assistant auditors & oversees execution of multiple EDP audit assignments, assists district audit managers in development of computer audit plans & techniques to test integrity of accounting systems & reliability of controls, leads audit conferences with auditee officials, reviews workpapers of lower-level EDP assistant auditors & assistant auditors to ensure adherence to information systems audit standards.

Conducts multiple EDP audits according to generally accepted government auditing standards of public offices (e.g., state agencies, counties, townships, school districts, municipalities) & private organizations receiving public funds; performs audits of computer operating systems using specialized audit software (e.g., Expert Auditor-Vax, Expert Auditor-System 36, MVS/Examine); uses advanced auditing techniques (e.g., Integrated Test Facility, program source code comparison, IBM System Management Facility record analysis) to determine integrity of computer operating systems & application programs (e.g., payroll, accounting); uses project tracking microcomputer software (e.g., SuperProjectPlus, WhoWhatWhen) to ensure personnel are available for EDP audit assignments; prepares audit report on technical issues developed during the EDP audit.

Assists in audit planning of public offices by discussing audit approach (e.g., controls or substantive) used by financial auditors; performs technical review of access controls of computer systems (e.g., IBM, DEC, HP 3000, UNISYS) & determines their integrity; reviews federal & state statutes to determine applicability to audit objectives & procedures; attends audit conferences with auditee officials.

Assists in audits of public offices by applying Generalized Audit Software (e.g., generates financial reports, summaries of financial data, samples of transactions for compliance testing) to data files; uses IBM systems utilities (e.g., Dfsort, lebcopy, lebgener) to speed processing of data; flowcharts computer systems & determines if EDP internal controls are effective; gathers information & documentation necessary for execution of EDP audit procedures.

Uses Generally Accepted Government Auditing Standards as guide in performing audits; prepares EDP questionnaires & audit programs based upon auditee verbal responses, documentation, & observation, prepares documentation of audit work (e.g., flowcharts accounting systems, writes narratives of computer systems, documents audit software programs); assists in preparation of audit reports under direction of higher-level Assistant EDP Auditor, uses microcomputer software (e.g., flowcharting II+, Lotus 1-2-3, Multimate word processing software) to assist in preparation of audit workpapers & reports; creates audit & administrative data bases & worksheets; performs periodic maintenance on assigned microcomputer & associated equipment & software; coordinates execution of routine audit procedures by higher-level assistant auditors or assistant EDP auditors for periods not to exceed thirty successive days.

MAJOR WORKER CHARACTERISTICS:

Knowledge of access controls to computer systems (e.g., IBM, DEC, HP 3000, UNISYS); accounting; accounting systems; advanced EDP auditing techniques (e.g., Integrated Test Facility, program source code comparison, IBM System Management Facility record analysis); algebra; audit sampling (e.g., Attribute, Stratified, Dollar-Value); auditing procedures adopted by Auditor of State; EDP internal hardware & software controls; EDP systems utilities (e.g., Dfsort, Iebgener, Iebcopy); programming language (e.g., Cobol, Foxbase, JCL); General Accepted Governmental Audit Standards; Generalized Audit Software (e.g., Mainframe based-Culprit, Microcomputer based-Pan Audit Plus); Information Systems Audit Procedures; manpower planning; Microcomputer software (Flowcharting II+, Lotus 1-2-3, Multimate); office practices & procedures; public relations; specialized audit software (e.g., MVS/Examine, Security Toolkit Audit 3000); accounting &/or legal compliance requirements (e.g., Ohio Administrative Law, Ohio Revised Code, Federal Single Audit Act); technical report writing; workpaper & report review; employee training & development; time management*. Skill in operation of motor vehicle; use of calculator; use of mainframe terminal; use of personal computer. Ability to calculate fractions, decimals & percentages; communicate factual & technical information clearly in writing; cooperate with co-workers; define, analyze & make conclusions concerning problems*; establish friendly atmosphere*; gather, collate & classify information on data, people, objects; handle sensitive inquiries from & contacts with public officials*; interpret variety of instructions in written, oral, picture or schedule form; recognize & correct errors; review technical EDP systems manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of at least 28 semester hours or equivalent in accounting, computer science, or related field from accredited college, university, trade, technical or vocational school beyond high school level, or possesses at least 7 yrs. 6 mos. exp. in accounting, auditing, data processing or related field, the last 18 mos. of which involved performing reviews of data processing internal controls, working paper review, planning of audit engagements, coordination of multiple audit engagements, overseeing work performance by subordinates & providing advice & direction on use of generalized & specialized audit software; valid Ohio driver's license.

-Or 18 mos. exp. as Assistant EDP Auditor 3, 66183; valid Ohio driver's license.

Plus possessing at least one of the following professional certificates: certified information systems auditor, certified public accountant, certified internal auditor, certified management accountant, certified welfare fraud investigator.

Note: 24 semester hours or 36 quarter hours in accounting or successful passage of an equivalent examination provided for under Section 4701.06 Revised Code may be substituted for a portion of previously stated minimum qualifications with applicant having to satisfy remaining requirements.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion every two years of at least 80 hours of continuing education which contributes to professional proficiency, in accordance with standards promulgated by Comptroller General of United States.

UNUSUAL WORKING CONDITIONS:

Requires frequent overnight travel.

CLASS TITLE: Assistant EDP Auditor Supervisor	CLASS NUMBER: 66185	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs, coordinates & supervises assistant EDP auditors & oversees state-wide EDP audit activities, acts as lead professional (e.g., provides work direction & guidance, trains in use of specialized audit software) over lower-level assistant EDP auditors & assistant auditors, reviews & approves EDP audit reports & work papers in accordance with Auditor of State audit manual, formulates rules & policies for EDP Audit Section, provides advice concerning EDP auditing procedures & methods to financial audit staff & conducts audit conferences with officials of governmental units, recommends changes in EDP auditing procedures & techniques (e.g., audit software purchases, workpaper documentation, audit approaches) to Deputy Auditor, provides guidance on use of general & specialized audit software by assistant EDP auditors, handles sensitive inquiries (e.g., fraud audits, computer access security) from public officials, provides direction for use of microcomputer technology to reduce audit costs, instructs assistant auditors or Assistant EDP Auditors in use of microcomputer-based software, answers inquiries & provides advice concerning use of microcomputer software to Auditor of State personnel & public officials & employees, advises district managers in development of computer audit plans & techniques to test integrity of accounting systems & reliability of controls.

Conducts multiple EDP audits according to generally accepted government auditing standards of public offices (e.g., state agencies, counties, townships, school districts, municipalities) & private organizations receiving public funds, performs audits of computer operating systems using specialized audit software (e.g., Expert Auditor-Vax, Expert Auditor-System 36, MVS/Examine); uses advanced auditing techniques (e.g., Integrated Test Facility, program source code comparison, IBM System Management Facility record analysis) to determine integrity of computer operating systems & application programs (e.g., payroll, accounting); uses project tracking microcomputer software (e.g., SuperProjectPlus, WhoWhatWhen) to ensure personnel are available to meet EDP audit assignments; assists lower-level assistant EDP auditors in EDP audit planning of specific public office by discussing audit approach (e.g., controls or substantive) being used by financial auditors; reviews federal & state statutes to determine applicability to audit objectives & procedures; assists in audits of public offices by applying Generalized Audit Software (e.g., generates financial reports, summaries of financial data, samples of transactions for compliance testing) to data files; uses IBM systems utilities (e.g., Dfsort, iebcopy, iebgener) to speed processing of data; gathers information documentation necessary for execution of EDP audit procedures.

Uses microcomputer software (e.g., Flowcharting II+, Lotus 1-2-3, Multimate word processing software) to assist in preparation of audit workpapers & reports; creates audit & administrative data bases & worksheets under direction & supervision of Deputy Auditor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development, supervisory principles/techniques*; access controls to computer systems (e.g., IBM, DEC, HP 3000, UNISYS); accounting; accounting systems; advanced EDP auditing techniques (e.g., Integrated Test Facility, program source code comparison, IBM System Management Facility record analysis); algebra; audit sampling (e.g., Attribute, Stratified, Dollar-Value); auditing procedures adopted by Auditor of State, EDP internal hardware & software controls; EDP systems utilities (e.g., Dfsort, iebgener, iebcopy); programming language (e.g., Cobol, Foxbase, JCL); General Accepted Governmental Audit Standards; Generalized Audit Software (e.g., Mainframe based-Culprit, Microcomputer based-Pan Audit Plus); Information Systems Audit procedures; Manpower planning; Microcomputer software (e.g., Flowcharting II+, Lotus 1-2-3, Multimate), office practices & procedures; public relations; specialized audit software (e.g., MVS/Examine, Security Toolkit Audit 3000); accounting &/or legal compliance requirements (e.g., Ohio Administrative Law, Ohio Revised Code, Federal Single Audit Act); technical report writing; workpaper & report review; time management; office management. Skill in operation of motor vehicle; use of calculator; use of mainframe terminal; use of personal computer. Ability to calculate fractions, decimals & percentages; budget audit hours; communicate factual & technical information clearly in writing; cooperate with co-workers; define, analyze & make conclusions concerning problems; establish friendly atmosphere; gather, collate & classify information on data, people & objects; handle sensitive inquiries from & contacts with public officials; interpret instructions; recognize & correct errors; review technical EDP systems manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of at least 32 semester hours or equivalent in accounting, computer science, or related field from accredited college or university, trade, technical or vocational school beyond high school level, or possesses at least 9 yrs. exp. in accounting, auditing, data processing or related field, the last 18 mos. of which involved management of an administrative unit responsible for audits or performance of major data processing staff function; valid Ohio driver's license.

-Or 18 mos. exp. as Assistant EDP Auditor Coordinator, 66184; valid Ohio driver's license.

Plus possessing at least one of the following professional certificates: certified information systems auditor, certified public accountant, certified internal auditor, certified management accountant, certified welfare fraud investigator, certified fraud examiner.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion every two years of at least 80 hours of continuing education which contributes to professional proficiency, in accordance with standards promulgated by Comptroller General of United States.

UNUSUAL WORKING CONDITIONS:

Not applicable.