

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

Internal EDP Auditor

SERIES NO.:

6642

MAJOR AGENCIES:

All Agencies Excluding State Auditor

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the internal EDP auditor occupation is to perform audits & examinations of agency electronic data processing systems.

At the lowest level, incumbents learn to perform & assist in conducting audits of EDP systems.

At the middle level, incumbents independently conduct analysis, verification & appraisal of agency electronic data processing systems (e.g., document systems through workflow analysis of information to identify design problems; identifies internal control of processing deficiencies; ensure system processes information correctly; document systems deficiencies & provide analysis of deficiency).

At the highest level, incumbents supervise auditors & direct unit activities.

This classification series applies only to positions that are auditing EDP systems for agency of employment.

CLASS TITLE:

Internal EDP Auditor 1

CLASS NUMBER:

66421

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The entry level class works under direction & requires considerable knowledge of computer science in order to learn to perform & assist in conducting analysis, verification & appraisal of agency electronic data processing systems.

CLASS TITLE:

Internal EDP Auditor 2

CLASS NUMBER:

66422

EFFECTIVE DATE:

02/08/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of computer science & auditing in order to independently conduct analysis, verification & appraisal of agency electronic data processing systems (e.g., document systems through workflow analysis of information to identify design problems; identify internal control of processing deficiencies; ensure system processes information correctly; document systems deficiencies & provide analysis of deficiency).

CLASS TITLE:

Internal EDP Audit Supervisor

CLASS NUMBER:

66425

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of computer science & auditing in order to supervise lower-level internal EDP auditors & direct activities of auditing unit.

CLASS TITLE: Internal EDP Auditor 1	CLASS NUMBER: 66421	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/26/1990

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.)

Learns to perform & assists in conducting analysis, verification & appraisal of agency electronic data processing systems (e.g., gathering & analyzing research material; developing audit work programs & controls & system design questionnaires; collecting documentation for analysis; observing performance & flow of work; designing flow charts, graphs & other documentation records; testing system; coding & running programs; determining if controls are adequate & strategically placed).

Assists in preparing report of findings.

Attends meetings where findings & recommendations are discussed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of auditing*, state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited*; computer languages; system analysis; computer operating systems; public relations. Ability to develop audit guidelines for & conduct electronic data processing systems audits; prepare meaningful, accurate & concise audit reports to include guidelines concerning use of audit systems; handle routine & sensitive contacts with representatives of entity undergoing audit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in computer science which included at least 2 courses in COBOL & 2 courses in systems analysis.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Internal EDP Auditor 2	CLASS NUMBER: 66422	BARGAINING UNIT: 14
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EFFECTIVE DATE:

02/08/2004

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.)

Independently conducts analysis, verification & appraisal of agency electronic data processing systems (e.g., documents systems through workflow analysis of information to identify design problems, identifies internal control or processing deficiencies, ensures system processes information correctly, documents systems deficiencies & provides analysis of deficiency (e.g., potential impacts), conducts audits to ensure information systems applications are adequate to ensure accurate processing of information & proper safeguarding of financial assets & compliance with laws, regulations, policies & procedures, prepares risk analysis of systems to identify potential control exposures, develops audit programs to test information systems applications, prepares narratives & workflows of information technology systems processes, documents audit findings & develops recommendations to address problems, prepares written report to executive management regarding audit findings & recommendations).

Serves as resource for internal audit department by assisting in data extraction, analysis & development of data warehouse or other extraction reports used in identifying potential irregularities or fraudulent activity; utilizes data warehouse functionality, as well as Microsoft Access & Excel, to perform data analysis to identify process irregularities & trends.

Prepares reports of findings (e.g., develops report covering all work performed, narrative for each finding & recommendation to resolve each problem); reviews findings with agency management & employees; assists in developing uniform operational & financial EDP systems & standards.

MAJOR WORKER CHARACTERISTICS:

Knowledge of auditing; internal audit standards; state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited*; computer languages; systems analysis; computer operating systems; public relations. Skill in operation of personal computer*; word processing*; data processing equipment*. Ability to independently develop audit guidelines for & conduct electronic data processing systems audits; prepare meaningful, accurate & concise audit reports to include guidelines concerning use of audit systems; handle routine & sensitive contacts with representatives of entity undergoing audit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in computer science, computer programming, computer technology or systems analysis; 24 mos. trg. or 24 mos. exp. in performing EDP audits in order to evaluate information systems design & controls & information processing accuracy & data integrity.

Note: In Ohio Bureau of Workers' Compensation, performing EDP audits is to be interpreted as auditing of computer processing operations & related control procedures, auditing of computer applications for appropriateness of controls & accuracy of processing, examination of computer access controls & procedures, evaluation of controls related to data security within computer system design, determining level of security risk to data, analysis of adequacy of disaster recovery of data, analysis of data intrusion controls & detection mechanisms, evaluation of controls & security over programs & data.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Internal EDP Audit Supervisor	CLASS NUMBER: 66425	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.)

Supervises lower-level internal EDP auditors, directs activities of auditing unit (e.g., reviews findings of auditors; establishes audit guidelines & ensures accurate documentation & program recommendations are made) & provides training for auditors within unit.

Serves as liaison between external auditors & agency.

Prepares various reports & audit schedules (e.g., audit work programs, annual & five-year audit plan).

MAJOR WORKER CHARACTERISTICS:

Knowledge of auditing; state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited; computer languages; systems analysis; computer operating systems; public relations; supervisory principles/techniques*; employee training & development*. Ability to establish audit guidelines; review audit reports; establish friendly atmosphere as supervisor of unit; handle routine & sensitive contacts with representatives of entity undergoing audit & external auditors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in computer science which included at least 2 courses in COBOL & 2 courses in systems analysis; 24 mos. trg. or 24 mos. exp. in auditing; 12 mos. trg. or 12 mos. exp. in state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited.

-Or 12 mos. exp. as Internal EDP Auditor 2, 66422.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.