

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: Info Tech Auditor II
Functional Title:
Job Posting: 16284
Monthly Salary: \$4598.66 - \$5058.54
Salary Group: B23
Posting Date: 06/10/2016
Close Date: 06/24/2016
Section/Division: Internal Audit Section/ Chief Auditors Office
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 4408

Job Description:

Conducts and serves as project manager over complex, senior-level information systems auditing work for the Chief Auditor's Office (CAO) of the Texas Commission on Environmental Quality (TCEQ). Leads or conducts information technology (IT) projects as assigned, which involves examining agency automated systems; defining audit scope; documenting systems' functionality and programmed system edits and controls; determining reliance on controls; and making recommendations for improvements. Develops IT audit objectives; develops and evaluates IT audit programs; and conducts audit work in compliance with statutes, rules, standards, and TCEQ policies and procedures. Reviews completed working papers to ensure necessary audit steps are completed and properly documented; and ensures audit documentation complies with applicable standards, policies, and procedures, and that evidence supports conclusions, findings, and recommendations. Communicates IT audit assignment results to executive management/Commission as necessary, which includes discussing deficiencies; recommending corrective action to improve operations; coordinating management responses; and submitting formal written reports expressing opinions on the adequacy, effectiveness, and efficiency of IT activities. Consults with Information Resources Division (IRD) project staff throughout the system development life-cycle to determine the adequacy of internal controls, thoroughness of system testing, completeness and accuracy of system documentation, and whether user needs are met. Serves as IT audit representative on various committees, meetings, and/or projects; coordinates with other CAO staff to implement internal projects; and prepares and/or reviews audit working papers to document work performed and evidence gathered to satisfy audit procedures. Mentors/trains non-IT auditors, clients, and other staff.

Military Occupational Specialty (MOS) Codes:

No Military Equivalent

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus three years of full-time experience in information systems auditing, control, or security work; or in full-time auditing that included IT audits.

OR Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), plus two years of the required experience.

Preferred Requirements:

Experience in leading IT audit projects.

Certification as a CISA, CISSP, CISM, CIA, and/or CPA.

Experience in state government auditing, accounting, or management.

Special Requirements:

Moving up to 10 pounds of audit materials/equipment.

Traveling up to 20% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer