



**Chief Internal Auditor
Office of the Director
Springfield, IL**

The Illinois Department of Public Health (IDPH) seeks a qualified candidate to serve as the Chief Internal Auditor. This position is in our Springfield Central Office and reports to the Agency Director. The Chief Internal Auditor serves as a policy formulating administrator, with full authority to commit the Agency to specific courses of action, directs and implements a comprehensive agency wide internal audit program; develops program policies, goals and objectives; develops the Agency's Annual Audit Plan for submittal to/approval by the Agency's Director; determines staffing and budgetary requirements of the Internal Audit Program; administers the program through subordinate managers; monitors implementation of audit recommendations and findings; serves as member of the Director's Executive staff; represents the Agency as it relates to the Internal Audit Program and findings.

Duties & Responsibilities:

- Develops, directs and implements a comprehensive agency wide internal audit program; as policy formulating administrator, develops the Agency's Annual Audit Plan for submittal to/approval by the Agency Director, ensuring compliance with audit requirements of the Fiscal Control and Internal Audit Act, and risk assessments; determines the priorities of the internal audit activity consistent with the Agency's jurisdiction, missions, and program objectives; interprets statutes, rules, regulations and procedures relating to and/or affecting audit policy as it relates to Internal Audit's operations; identifies and evaluates significant exposures to risk and contributes to the improvement of risk management and control systems; establishes and implements internal auditing policies, standards and procedures to support a proactive risk management control, accountability, economy and efficiency, and improving governance and business processes.
- Serves as official Agency spokesperson on behalf of the Director and the agency to all internal and external entities including, the Governor's Office, the legislature, and the Office of Management and Budget; possesses full authority to commit the Agency to specific courses of action; consults with Agency administrators and the Auditor General's Office in the discussion of on-going audit issues, many of which deal with documentation of a sensitive and controversial nature; provides testimony before the legislative committees as it pertains to audit findings, and to promote understanding of and to interpret the position of the Agency relative to the Internal Audit Program.
- Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
- Determines the scope of audits to be conducted in response to operational changes or new knowledge; evaluates propriety of audit findings and recommendations and develops summaries to communicate to the Director regarding the impact of audit findings; develops/drafts decision memos supporting recommendations relative to audit findings which have serious impact on the Agency; directs audit responsibilities while dedicating specialized staff expertise to address the more complex audit needs and the application of professional audit standards.
- Maintains accurate, objective, clear, concise, constructive and timely communications with management; confers with executive management on policy issues, new/revised program activities and functions; travels to conduct conferences with agency management to apprise and solicit input from them on major

audit issues or areas of concern, to resolve administrative program and provide program efficiency; makes recommendations for change to enhance operations; monitors implementation of internal audit recommendations and advises the Director of implementation status. Provides notice to the Director of failure to implement or adequately implement recommendations which jeopardize missions and/or program objectives.

- Applies professional audit standards to assure standards of Internal Audits are consistent with current standards of the profession; maintains contact with Illinois State Auditor General and other professional associations to exchange information. Develops and controls all staffing and budgetary priorities and independently reallocates resources to maintain optimal agency Internal Audit Program functions and operational efficiency; develops and submits budget proposals for approval in accordance with Agency policies and in cooperation with Agency budget office; forecasts budgetary needs, coordinates budget preparation, request and justifications for the program in conjunction with Agency budget staff.
- Assesses the training needs of staff to accomplish the Agency goals and to ensure compliance with Certified Professional Development (CPD) requirements; assesses the resources available to provide training by outside professional sources or by internal training sessions. Coordinates with external audit function ensuring proper coverage to maximize utilization of resources and ensuring Agency's position is properly presented and communicated. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

Position Requirements

Requires a Bachelor's degree, and Certified Internal Auditor by examination or a Certified Public Accountant who has at least four years of progressively responsible professional auditing experience; or an auditor with at least five years of progressively responsible professional auditing experience.

Salary commensurate with experience; no relocation expenses will be paid

FOR IMMEDIATE CONSIDERATION:

Download the Central Management Services Employment Application (CMS-100) @ www.work.illinois.gov; complete the CMS-100 indicating **Chief Internal Auditor** as the position title and forward along with your resume to:

Illinois Department of Public Health
Office of Human Resources
535 W. Jefferson Street, 4th Floor
Springfield, IL 62761

Attn: Carla Finley
dph.hrrecruiter@illinois.gov

Illinois employment applications (Form CMS-100) are available to download at:

<http://www.work.illinois.gov/download.htm>

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For more information on the Illinois Department of Public Health and our offices visit our website @ www.dph.illinois.gov

IDPH is an equal opportunity employer committed to a diverse workforce. In compliance with the American's with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process including the State of Illinois Interview process.