



**IPR# 42897**

**DATE: June 8, 2018**

**TITLE: Public Service Administrator, Opt 9B (Group B Title)**  
**OFFICE: Office of Internal Audit**  
**CONTRACT: AFSCME – RC062**

**BRIEF DESCRIPTION OF DUTIES:** Under general direction of the Chief Internal Auditor, travels to perform various routine and non-routine Information Technology audits/reviews. Conducts tests of major new systems and modifications to major systems maintained by the department to ensure the confidentiality, integrity, and availability of the data in accordance with outlined standards. Audits the department's systems of internal control design and effectiveness related to the efficiency and security protocols, development processes, and IT governance or oversight. Performs and/or reviews risk assessments to determine if projects meet the statutory definition; assigns audit segments to team members and explains the assignment's relationship to the overall audit objectives; receives, compiles, analyzes, and reviews audit segment reports from team members; drafts final audit findings and develops audit report(s). Serves as an auditor performing full range audits or completing audit segments.

**TRAINING & EXPERIENCE:** Option 9B: Certified Information Systems Auditor (CISA). Requires Bachelor's Degree with course work in information systems, auditing, business management, public administration, economics, accounting or related subjects (27 hours). Further requires a minimum of 20 hours of coursework in management information systems or mental development equivalent to three (3) years of work experience in an information systems environment relating to system applications, system security or mainframes. Requires a thorough knowledge of audit theory and three (3) years of experience in auditing information systems. Requires the ability to develop an internal audit program independently, including audit objectives, audit scope and necessary tests systems. Requires the ability to develop an internal audit program independently, including audit objectives, audit scope and necessary tests to be performed. Requires statewide travel, including overnight stays. Must have a valid driver's license and ability to travel to remote audit sites. Ensures compliance with departmental safety rules.

**UNIT: Office of Internal Audit**  
**LOCATION: 2300 S. Dirksen Parkway, Springfield, IL**  
**SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday**  
**PAY GRADE: RC062-24**  
**SALARY RANGE: \$6,141 - \$9,472**  
**CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594**

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, June 25, 2018**

**POSTED FROM: June 12, 2018 TO: June 25, 2018**

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: [DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV)**

**\*Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

**\*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

**\*NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT [WORK.ILLINOIS.GOV](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**

**\*GROUP B – TITLES ARE CLOSED EXAMS. APPLICATIONS FOR GROUP B CLOSED EXAM WILL BE MAINTAINED UNTIL AN AGENCY REQUESTS THAT THE TEST BE ADMINISTERED OR FOR A MAXIMUM OF ONE YEAR.**