Illinois Department of Transportation

Notice of Vacancy

IPR# 41000 **DATE: August 15, 2017**

TITLE: **Program Integrity Auditor I / Motor Fuel Tax Auditor (6 positions)**

OFFICE: **Office of Finance & Administration / Bureau of Investigations & Compliance**

CONTRACT: **AFSCME – RC062**

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under general supervision, assists in performing complex, technical financial and integrity reviews of local public agencies' (LPAs) motor fuel tax (MFT) programs as to their compliance to the Illinois Highway code and Department policies; assists in formulating motor fuel tax audit plans and assists in the design and development of new and existing procedures; assists in compiling and analyzing data; provides input to preparing reports, summarizing the work performed, detailing the findings and discrepancies and developing recommendations for correcting the deficiencies; conducts entrance and exit conferences with the LPA's as required. To facilitate the performance of these responsibilities, the incumbent will work as part of an audit team, performing audits statewide to meet the generally accepted government auditing standards (GAGAS). Audits may be conducted on-site or throughout the state which may require frequent overnight stays, and may be scheduled to accommodate officials whose regular employment may preclude meeting during normal working hours.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to a bachelor's degree preferably with major coursework in accounting or business administration. Requires extensive knowledge of auditing theory and procedures, policies and regulations of management principles and techniques and of state government. Requires a valid driver' license and ability to travel to remote audit sites, with frequent overnight stays.

UNIT: **Financial Review & Investigations / MFT Audit Services**

LOCATION: **2300 S. Dirksen Parkway, Springfield, IL**

SHIFT: **8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday**

PAY GRADE: **RC062-16**

SALARY RANGE: **$3,969 - $5,913**

CONTACT PERSON: **Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594**

SUBMIT BID TO: **Illinois Department of Transportation, Bureau of Personnel Management, Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764**
Fax: 217/557-3134 or
Email to DOT.CO.BPM.EmploymentApplications@illinois.gov

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, August 30, 2017

POSTED FROM: August 17, 2017 TO: August 30, 2017

*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 shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.

*Group B – titles are closed exams. Applications for a Group B exam will be maintained until agency requests that the test be administered or for a maximum of one year.

Deanna Taylor