



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

CHIEF OF AUDIT & REVIEW
(INSPECTOR GENERAL)
(CLASS CODE 0705)

ENTRANCE SALARY: \$80,987 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

The Chief for Audit and Review (CAR) assists the Deputy Inspector General for Audit and Review (DIGAR) in developing long and short term goals and objectives for the Audit and Review Division. The CAR has primary responsibility for developing and implementing audit and review plans and monitoring their effectiveness; reviewing project plans and draft work projects; and recruiting staff within the OIG to assist in these projects. The CAR provides day-to-day supervision and technical advice to auditors, analysts and other staff assigned to Division projects. The CAR analyzes all audit results, reports and reviews for recommendations to the DIGAR, First Assistant Inspector General for Audit and Review (FAIGAR), and Inspector General (IG).

MINIMUM QUALIFICATION REQUIREMENTS:

1. Active license as a Certified Public Accountant (CPA) or any two (2) of the following: active certifications as a Certified Inspector General Auditor (CIGA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), or Certified Governmental Financial manager (CFGF).
2. A Master's Degree in accounting or a related equivalent graduate degree from an accredited college or university with at least (18) semester hours of graduate level accounting courses.
3. Six (6) years of auditing experience participating in audits performed in accordance with standards specified by the American Institute of Certified Public Accountants or standards specified by the Comptroller General of the United States (Yellow Book). Governmental auditing and/or public auditing experience preferred. Experience with data analysis tools (IDEA, ACL, Active Data, etc.) is also a plus. Two (2) years of this experience must have been in a supervisory capacity and must have been within the last ten (10) years.
4. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates may be required to use their personal vehicles for work.

Note: Copies or original documents of college diploma, college transcripts and certifications must be presented at the time of application. Copies are acceptable for purposes of application only; however, original documents must be presented before candidates can be hired.

Note: Additional supervisory accounting or auditing experience in an Office of Inspector General may substitute for the Master's Degree at the rate of one (1) year of experience to equal one (1) year of college credits.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Note: A special Chief of Audit and Review (Inspector General) Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: This position requires a one year probationary period.

KIND OF EXAMINATION:

- a) A qualifying review of certification, license, training, and experience.
- b) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which may include a polygraph examination.

Additional screenings may be required during the interview process, including but not limited to demonstration of basic computer proficiencies, audit workpaper documentation and a writing sample.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

DOMICILE requirements are currently waived for the purpose of application. However, all new full time employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

Applicants must be United States Citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

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GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A **MEDICAL EXAMINATION** is required for all original entrance probationary appointments to **ACTIVE** classifications, and may be required for re-employment, promotions and/or transfers.

A **MEDICAL SCREENING**, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.