

# Job Posting Preview

**Requisition ID:** 36000020-51187262-20100826174503

**Working Title:** OFFICE OF THE INSPECTOR GENERAL ANALYST II

**Broadband Class Level:** OFFICE OF THE INSPECTOR GENERAL ANALYST II

**Broadband/Class Code:** 314311

**Position Number:** 36000020

**Annual Salary Range:** \$42,388.08 - \$76,539.12

**Announcement Type:** Open Competitive

**Facility:**

**Pay Grade/Pay Band:** 31022

**Closing Date:** 09/10/2010

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 904-636-2627. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.

THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS AND SPOUSES OF VETERANS MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.

**WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS**

**THIS ADVERTISEMENT MAY BE USED TO FILL MULTIPLE POSITIONS.**

\*Preference will be given to applicants that have a strong internal audit and/or investigative background.

## General Description

Positions allocated to this class independently perform professional financial and management audits, performance reviews, electronic data processing (EDP) reviews, investigations, and special studies in accordance with Government Audit Standards, Standards for Professional Practice of Internal Auditors, and /or New Directions for Program Evaluation: Standards for Evaluation Practice, or serve as the team leader for other OIG analysts engaged in such audits, reviews, or studies as may be directed by the Inspector General of the Florida Lottery.

**Examples of Work Performed** (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Provides advice to executive and senior managers of the Florida Lottery to promote the most economic, efficient, and effective accomplishment of operating objectives.

- Prepares plans for audits, special studies, inquiries, investigations, or evaluations of Lottery programs and services.
- Conducts audits, special studies, inquiries, investigations, or evaluations of Lottery programs and services. Prepares work papers with document tests, procedures, findings, recommendations, and conclusions.
- Recommends corrective action to Executive Management.
- Drafts reports according to appropriate standards for recording the results of work performed.
- Evaluates and measures the effectiveness of systems including the identification of appropriate criteria.
- Confers with executive and senior managers on studies and recommendations affecting the operations of the Florida Lottery.
- Establishes timetables and resource requirements for completion of assigned work or management tasks.
- Provides technical assistance to improve management capabilities in contractual services and contract administration.
- Assists in identifying areas of potential improvement by the use of appropriate professional techniques including interviews with consultants and managers.
- Performs related duties as necessary or required by management.

**Knowledge and Experience Required** (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

- Knowledge of the methods of data collection and analysis.
- Knowledge of basic management principles and practices.
- Ability to collect, evaluate and analyze data to develop alternative recommendations, solve problems, document work flow and other activities relating to the improvement of operational and management practices.
- Ability to organize data into logical format for presentation in reports, documents and other written materials.
- Ability to conduct fact-finding research.
- Ability to utilize problem-solving techniques.
- Ability to work independently.
- Ability to understand and apply applicable rules, regulations, policies and procedures relating to operational and management analysis activities.
- Ability to plan, organize, and coordinate work assignments.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.

## **Minimum Qualifications**

A bachelors degree from an accredited college or university in accounting, financial management, business administration, or a closely related field of academic study and five (5) years of professional auditing, accounting, or program evaluation or-

A masters degree from an accredited college or university in accounting, financial management, business administration, or a closely related field of academic study can substitute for one (1) year of the required work experience.

A Certified Public Accountant (CPA) certificate, Certified Internal Auditor certificate or other professional certification issued on the basis of a recognized test can substitute for one (1) year of the required work experience.

Professional and nonprofessional experience in accounting, financial management, business administration, or a closely related field may be substituted on a year for year basis for the required college education.

Combinations of professional/nonprofessional work experience and college level course work may also be substituted for the experience and education requirements described above. College level course work may be substituted at the rate of thirty (30) semester or forty five (45) quarter hours on a year for year basis for the required work experience.