

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Audit Manager, Information Systems	REPORTS TO:	Director, Office of Audits and Investigations
DEPARTMENT:	Internal Audit	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	026
EFFECTIVE DATE:	July 1, 2008		

BASIC FUNCTION:

Plan, organize, and conduct audits and investigations; analyze the various phases of the District's electronic data processing systems and operations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Plan, conduct, and direct audits of District systems processing operations and the security of systems to assure adequacy of internal controls, reliability, integrity, and efficiency. *E*

Determine the nature and scope of systems' audits and formulate procedures and work schedules. *E*

Plan and conduct audits of data processing systems development to assure adequacy of project planning and organization. *E*

Monitor progress of the data processing systems projects in accordance with the implementation plan and review testing and conversion procedures; analyze work processes and recommend changes for improving efficiency; make cost estimates of recommended changes as assigned. *E*

Plan and conduct audits of network implementations and network operations. *E*

Develop and/or recommend computer programs, hardware and software to be utilized in auditing activities. *E*

Present reports and findings of analyses to management including recommended corrections and improvements. *E*

Examine and analyze problems using computer systems and databases, and make recommendations for corrections and improvements. *E*

Plan, organize, develop, and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Conduct internal investigations based on allegations of fraud, waste, mismanagement and other issues brought forward by District personnel; examine, analyze, and make determinations of fraudulent activities and unethical behavior. *E*

Determine the nature and scope of district fraud and the outcomes of other internal investigations and develop internal procedures and protocols. *E*

Review documents, reports, online databases in connection with investigations; gather facts and develop evidence from all sources to establish the nature of the allegation; conduct interviews of complainants and witnesses. *E*

Consult with senior management, legal counsel, school administrators, government agencies, and external organizations regarding audit findings and recommendations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Maintain current knowledge of applicable provisions of the District auditing activities of the department. *E*

Formulate and develop policies and procedures to improve deficiencies in district systems and processes revealed through audit findings. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Represent the District in matters of recommended disciplinary action of employees relative to audit findings; participate in meetings with exclusive collective bargaining representatives regarding discipline recommendations to be imposed. *E*

Review appropriate auditing procedures to assure District compliance with laws and procedures related to the auditing processes and make recommendations on changes. *E*

Participate in in-service education programs, staff training, seminars and conferences as assigned. *E*

Assist in the development of policies, procedures and proposals for change to legislation. *E*

Perform operational audits as assigned. *E*

Represent the District to governing boards and agencies to gain acceptance of district activities. *E*

Develop processes to implement operational and administrative district operations, develop training materials and training programs needed to perform tasks that affect district operations. *E*

Provide support and perform tasks relative to the Ethics program/policy development and management. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

A combination equivalent to a bachelor's degree in information systems, computer science, accounting, business administration or related field and four years of progressively responsible experience auditing computerized data systems, networks, and operations. Experience conducting investigations and interviews is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and availability of private transportation to conduct field audits.

Possession of or ability to acquire the Certified Information Systems Auditor (CISA) designation is required.

Continued participation in professional development, membership in professional organizations, and obtaining and maintaining professional designations is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Auditing techniques and methodologies including audit planning and reporting.
- Information and telecommunication systems and programs.
- Enterprise Resource Planning systems and network operations.
- District, state and federal procedures, and applicable laws, codes, and regulations.
- Investigative and interviewing techniques and research methods.
- Operational and internal auditing.
- Fraud auditing techniques and procedures including fraud detection and prevention.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision, and training.
- Operation of a computer and assigned software.
- Effective public speaking and presentation skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Conduct audits and analyze the various phases of the district's electronic data processing systems and operations.
- Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
- Conduct investigations and interviews.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Prepare and present audit reports, make recommendations, and ensure implementation of corrections.
- Establish and maintain cooperative and effective working relationships with others.
- Train and evaluate the performance of assigned staff.
- Operate a computer and assigned software including standard office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lift light objects.