



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 01/23/2023

APPLICATION DUE BY: 02/13/2023

Title: Internal Auditor 1
Starting Salary: \$61,270.00

Location: Division Headquarters – Administration – CJIS Security and Compliance Unit
1220 Washington Avenue, Building #22
Albany, New York 12226
Albany County

Grade: 18

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PEF

The Internal Auditor 1, SG-18, assigned to the New York State Police CJIS Security and Compliance Unit will be responsible for planning studies; collect and analyze data; interpret and report findings on current or proposed New York State Police Criminal Justice Information Services (CJIS) Audit programs and policies, and legislation related to such programs to determine the actual or potential effectiveness in achieving objectives; identify weaknesses in programs and make recommendations for modifications; and provide advice and consultation to agency management on program operations.

The requested Internal Auditor 1, SG-18, would be assigned to the NYSP CJIS Security and Compliance Unit and would perform various tasks in the collection, analysis, evaluation, and reporting on the NYSP CJIS Audit programs.

DUTIES

- Plans the study or investigation, and develops and issues instructions covering the steps to be followed in carrying out the plan.
- Determines the kinds of information needed and the data sources and collection methods to follow.
 - Plans data collection methods for specific projects and determines the types and sizes of sample groups to be used.
 - Evaluates data sources to determine any limitations in terms of reliability or usability.
- Selects the appropriate methods to follow in analyzing and evaluating data, considering the character and sources of data and the statistical tools to be used.
 - Pretests questionnaires and other documents and methods developed for the study to ensure their accuracy, reasonableness, and relevance.
- Prepares operating schedules to ensure a smooth operation and the effective utilization of staff.
- Collects and processes data utilizing survey and/or non-survey instruments, published and unpublished agency statistics and records, on-site investigations, discussions with operating officials, and similar materials and sources.
- Analyzes and interprets data following analytical methods prescribed by plan.
- Evaluates various program areas including policy, procedure, legislation, objective, and cost effectiveness.
- Identifies actual or potential problem areas, trends, program accomplishments, and additional key factors in the program being studied.
- Measures the progress toward and determines the soundness of program objectives.
- Identifies new program needs, considering agency goals and other relevant conditions and trends, and the effects of actual or proposed legislation.
- Develops and recommends objectives for proposed programs.
- Develops and recommends changes in objectives, policies, and procedures to improve program effectiveness.
- Evaluates the effectiveness of alternative or corrective actions being considered for various programs.
- Analyzes and interprets statistical data to identify significant differences in relationships among sources of information.

- Assesses the statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.
- Identifies relationships and trends in data, and any factors that could affect the results of the research.
- Performs descriptive and multivariate statistical analyses of data, using computer software.
- Prepares tables, graphs, fact sheets, and written reports summarizing research results.
- Prepares forecasts of factors directly related to and affecting agency program operations for use in program planning activities.
- Presents results of studies or investigations to agency management, covering conclusions and recommendations based on the evaluations made.
- Advises agency staff and others on the improvement of program effectiveness, the interpretation of study findings relevant to an agency program, and implications of policy or legislative changes on affected program.

The Internal Auditor 1, SG-18, would communicate both orally and in writing with staff in their own organization, with technical specialists in other occupational areas providing support for projects, and with representatives of the program area under study to obtain and validate information, check conclusions, and resolve problems. They may also participate with other auditors at conferences with program administrators. Their involvement usually consists of providing supporting information to the principals at the conference.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, business administration, business management, computer science, computer information systems or related information technology field, criminal justice, economics, engineering, finance, mathematics, public administration, public or community health, public policy, political science or statistics

AND

- Either two (2) years of qualifying experience in conducting internal audits or program research, review and appraisal,

OR

- Designation as a Certified Internal Auditor by the Institute of Internal Auditors; **OR** bachelor's degree in the areas specified above and successful completion of a two-year traineeship.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly send a letter of intent, complete resume, and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit*