

NATURE OF WORK IN THIS CLASS:

Administers the audit programs and activities of an established Internal Audit Unit or Section in a department or agency.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Develops audit program policies, procedures, and guidelines; evaluates operational effectiveness and recommends and implements appropriate changes to improve effectiveness.

Analyzes and makes recommendations for improvement of internal controls, accounting systems, and practices and for more efficient management of government funds and programs.

Conducts exit conferences with the responsible official of a department or agency to discuss audit findings, conclusions, and recommendations.

Coordinates audit activities with the Federal Comptroller's Office or designee; reviews and makes comments and recommendations on audit findings.

Prepares and justifies budget estimates; administers agency policy for personnel training and safety; and performs other administrative functions.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of accounting and auditing.

Knowledge of the basic principles, practices, and techniques of public administration.

Knowledge of the principles and practices of electronic data processing.

Ability to supervise the work of others.

Ability to administer management and fiscal audit programs.

Ability to analyze and interpret audit findings and supporting financial statements and documents, and make recommendations to improve internal controls, accounting systems, and practices.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in policies, procedures, and other program guidelines to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate clearly and concisely, orally and in writing.

Ability to maintain records and prepare audit reports.

Skill in internal auditing techniques and practices.

MINIMUM EXPERIENCE AND TRAINING:

- A. One (1) year of experience as an Auditor III or equivalent work, and graduation from a recognized college or university with a Baccalaureate degree in accounting or related field, including or supplemented by twenty-four (24) semester credit hours of accounting/auditing courses; or
- B. Any equivalent combination of experience and training beyond the Baccalaureate degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of valid certification as a Certified Public Accountant preferred.

ESTABLISHED: July 1980
AMENDED: November 1986; February 1989; November 1997; January 2001; December 2023; and January 2024

PAYGRADE: P (GPP)

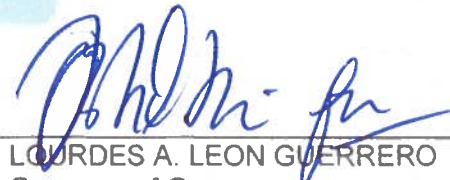
STATUTE: N/A

HAY EVALUATION:	KNOW-HOW:	E II 3	304
	PROBLEM SOLVING:	E 3 (38%)	115
	ACCOUNTABILITY:	E 1 P	132
	TOTAL POINTS		551

This standard revise and supersedes the standard established July 1980 and amended December 2023 to include all prior amendments.


 Edward M Birn
 Date:2024-01-30
 T12:22:32+10:00

EDWARD M. BIRN, Director
Department of Administration


 LOURDES A. LEON GUERRERO
 Governor of Guam



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'Idhi)

2/10/24

February 5, 2024

HRD NO.: 23-477D

MEMORANDUM

To: Governor of Guam
From: Director, Department of Administration
Subject: Amendment of Job Standard
RE: Chief Internal Auditor

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current Class Specifications for the Chief Internal Auditor position due to an oversight in the current pay grade.

The Chief Auditor job standard was recently amended to include a change in position title from Chief Auditor to Chief Internal Auditor and the removal of any references to department or agencies that utilize positions unique to their own organization and mission. No changes were made to the Minimum Experience and Training requirements and the Pay Grade of the position.

Pursuant to Public Law 35-36, Chapter XII, Miscellaneous Provisions, Section 13 and the authority under §6218.1, Chapter 6, Title 4, Guam Code Annotated, the Pay Grade for the Chief Auditor position was upgraded from Pay Grade "O" to "P." However, upon amending the Chief Auditor position, the pay grade assigned prior to the affirmation of the appeals process was inadvertently applied. Please see corrected pay grade below:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Chief Internal Auditor	E II 3 304	E 3 38% 115	E 1 P 132	551	P

OFFICE OF THE GOVERNOR
GOVERNOR'S CHAMBER



DATE: 2-16-24

TIME: 1:45 p

RECEIVED BY: DFR G-2024-02071

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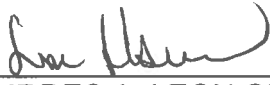
OFFICE OF THE GOVERNOR
CENTRAL FILES OFFICE
Rec'd By: Evelyn Fejeran
Date: 2/8/24 Time: 4:32 pm

Should you have any questions, please contact the Classification and Pay Branch at 475-1131/1201/1265 or Ramon Lizama at 475-1174. **Dangkolo na Agradesimiento!**


Edward M Birm
Date:2024-02-07
T07:30:30+10:00

EDWARD M. BIRM

Approval Disapproval



LOURDES A. LEON GUERRERO
GOVERNOR OF GUAM

2/16/2024
Date

Attachments