

**STAFF AUDITOR
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

Effective 03/06/2024

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

STAFF AUDITOR I (AT-28)

EDUCATION AND EXPERIENCE: Must meet the following:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor's degree in business administration, accounting, or related field

LICENSES / CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver License

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of Staff Auditor I hiring process

To Progress to Staff Auditor II AT-32:

A Staff Auditor I (AT-28) is eligible to progress to Staff Auditor II (AT-32) upon successful completion of all of the following:

1. Two (2) years of experience as an internal auditor
2. Minimum of one (1) year of experience as Staff Auditor I
3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

STAFF AUDITOR II (AT-32)

EDUCATION AND EXPERIENCE: Must meet the following:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor's degree in business administration, accounting, or related field; **and,**
- (b) Two (2) years of experience as an internal auditor

LICENSES / CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver License

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of Staff Auditor II hiring process or progression from Staff Auditor I

Proficiency Increase:

An increase to the next step within the AT-32 pay grade will be awarded to the Staff Auditor II with a minimum of three (3) months of experience and who successfully completes both of the following:

- 1. In-Charge one (1) audit
- 2. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

To Progress to Senior Internal Auditor:

A Staff Auditor II is eligible to progress to Senior Auditor (EX-40) upon successful completion of all the following:

- 1. Four (4) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as an in-charge auditor
- 2. Minimum of two (2) years of experience as Staff Auditor II
- 3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Staff Data Audit Analyst Progression Criteria
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SENIOR INTERNAL AUDITOR (EX-40)

EDUCATION AND EXPERIENCE: Must meet the following:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field; **and**,
- (b) Four (4) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as an in-charge auditor.

LICENSES / CERTIFICATIONS: Possession of the a valid Oklahoma Class "D" Driver license

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of Senior Auditor hiring process or progression from Staff Auditor II

Proficiency Increase:

An increase to the next step within the EX-40 pay grade will be awarded to the Senior Internal Auditor with a minimum of three (3) months of experience and who successfully completes all of the following:

- 1. Completes forty (40) hours of continuing professional education, not previously taken, as approved by management
- 2. Successful completion of one (1) section of the following: Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, or other equivalent professional certifications as approved by management
- 3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

To Progress to Senior Internal Auditor II:

An increase to Senior Auditor II (EX-44) pay grade will be awarded to the Senior Auditor who successfully completes all of the following:

- 1. Six (6) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as an in-charge auditor.
- 2. Minimum of two (2) years of experience as Senior Internal Auditor
- 3. Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Staff Data Audit Analyst Progression Criteria
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SENIOR INTERNAL AUDITOR II (EX-44)

EDUCATION AND EXPERIENCE: Must meet the following:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field; **and**,
- (b) Six (6) years of experience relevant to the essential tasks listed in this job description with one (1) of those years of experience as a Senior Auditor.

LICENSES / CERTIFICATIONS: Possession of the following:

- (a) Possession of a valid Oklahoma Class "D" Driver license
- (b) Possession of one of the following **or** other equivalent professional certification must be obtained within two years of date of hire, as approved by management:
 - Certified Public Accountant; **or**,
 - Certified Internal Auditor, **or**
 - Certified Information Systems Auditor

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of Senior Auditor II hiring process or progression from Senior Auditor.