

HIGHWAY OPERATIONAL ANALYST II

DESCRIPTION: Supervises a team of operational analysts in conducting independent examination of functional areas throughout the Department of Roads. Areas to be examined include railroad, utility and consultant billings, and certain advisory units. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans itineraries, appointments and determines focus of examination with attention to compliance for transaction and operation procedures formulated by state and federal law.

Prepares work paper file and reports to support findings and recommendations resulting from the examination.

Performs special studies as directed.

Assists in the training and development of subordinate personnel; includes reviews and assisting individual report completion.

Directs all external and internal audits and agency estimates and billings.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the theories and principles of auditing and of modern auditing methods and procedures.

Ability to: plan work effectively; to exercise good judgement in appraising situations and making decisions; to communicate effectively; to present comments, opinions and factual information clearly and concisely; and to work independently.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Bachelor's degree in business administration, accounting or related field plus six years of auditing experience, three years as an Operational Analyst I or equivalent with three years of related personnel, business administration, accounting, management or operational analysis experience.