

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AUDITOR—TRANSPORTATION PLANNING AND REVIEW

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Transportation which perform Transportation Planning and Review Auditor duties and provide training to staff auditors, public accountants, and staff under contract. Positions allocated to this classification perform operational and financial audits of public and private enterprises under contract with the Department of Transportation. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification specification encompasses professional positions located within the Department of Transportation which perform Transportation Planning and Review Auditor duties and provide training to staff auditors, public accountants, and staff under contract. Positions allocated to this classification perform operational and financial audits of public and private enterprises under contract with the Department of Transportation; verify the accuracy and determine the integrity and propriety of cost and other data in programs such as Transit Assistance, Planning Commissions, Railroad Commissions, consulting engineering firms, etc.; provide consulting services to WisDOT program managers, local units of government, commissions and private firms on the requirements of grant accounting and auditing and federal and state policies and regulations; review the work papers supporting the results of audits performed by staff auditors or certified public accountants; assist in the preparation and management of the audit work program and budget; and perform internal audit reviews and special financial studies for the department. A significant amount of the position(s)' time is spent on the training of WisDOT staff and staff under contract by the department.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which spend the majority of their time performing general professional accounting or auditing duties and would be more appropriately classified in the Accountant or Auditor classification series.
2. Positions which spend the majority of their time performing supervisory or management duties as defined in s. 111.81, Wis. Stats.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter this classification by competitive examination.

II. DEFINITION

TRANSPORTATION PLANNING AND REVIEW AUDITOR

This is the senior/advanced level for professional positions which are located in the Department of Transportation which perform external auditor duties and provide training to staff auditors, public accountants, and staff under contract. Positions allocated to this classification perform operational and financial audits of public and private enterprises under contract with the Department of Transportation; verify the accuracy and determine the integrity and propriety of cost and other data in programs such as Transit Assistance, Planning Commissions, Railroad Commissions, consulting engineering firms, etc.; provide consulting services to WisDOT program managers, local units of government, commissions and private firms on the requirements of grant accounting and auditing and federal and state policies and regulations; review the work papers supporting the results of audits performed by staff auditors or certified public accountants; assist in the preparation and management of the audit work program and budget; and perform internal audit reviews and special financial studies for the department. A significant amount of the position(s)' time is spent on the training of WisDOT staff and staff under contract by the department.

III. QUALIFICATIONS

Professional training in accounting and auditing such as that which would be acquired by earning a Bachelor's Degree in accounting from an accredited post secondary college/university; or commensurate experience and training.

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