AGENDA

Committee on Personnel
July 22, 2024 at 4:00 PM

Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor
To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
To view the meeting live and participate in virtual public comment: https://www.lansingmi.gov/1212/Council-Committee-Meetings

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Council Member Hussain, Chairperson
Council Member Garza, Vice Chairperson
Council Member Spadafore, Member
Council Member Jackson, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
   A. April 4, 2024
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
   B. DISCUSSION - Evaluate Applications and Testing; Schedule Interviews
   C. DISCUSSION - Department Legal Analyst
6. **Other**
7. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

DRAFT

MINUTES
Committee on Personnel
Thursday, April 4, 2024 @ 3:15 p.m.
City Council Conference Room, 10th Floor City Hall

CALL TO ORDER
Council Member Kost called the meeting to order at 3:28 pm

PRESENT
Council Member Adam Hussain, Chair
Council Member Jeremy Garza, Vice Chair
Council Member Peter Spadafore, Member - excused
Council Member Brian T. Jackson, Member

OTHERS PRESENT
Sherrie Boak, Council Office Manager
Greg Venker, OCA
Jim DeLine

PUBLIC COMMENT
No public comment on the time.

DISCUSSION/ACTION ITEMS
RESOLUTION- Interim City Internal Auditor
Council Member Hussain outlined for the Committee that this is a charter driven position, and the current internal auditor resigned on March 25th with end date of April 5th. There were options which included beginning the process of posting and hiring a permanent auditor and simultaneously bring in on an interim basis. Since budget season started March 18th Council leadership is proposing bringing in someone on the interim basis to help with the budget and any other outstanding audits.

Mr. DeLine briefly outlined his past with the City in LPD and City Council, along with spoke on other aspects of finance as outlined in his resume, in addition he acknowledged that he has done this job before, and mentioned he enjoys working with Council and the Administration on the numbers and why it went up or why it went down. He can explore areas that Council can look into and suggested that during the search for a permanent auditor, they make sure the permanent auditor has a CPA. He noted that any Council Member can come to him for projects to explore and he will then approach leadership on what time they need him for. He concluded he is looking forward to working for all eight members.

Council Member Hussain explained that part of budget season they have provided a list of questions that the departments have to address in their allotted time, and he read those to Mr. DeLine. Mr. DeLine believed that one of his roles is to feed Council with the best budget questions. Council Member Garza encouraged him to focus on the budget first on the priority.

Council Member Jackson asked what process has been followed so far. Council Member Hussain stated they did not expect to hear at the start of the budget season that in two weeks they would have to have this situation filled, so based on his past experience with Council and City, in the interim this is the best option to address the urgency. Mr. DeLine referred the Committee to the resume.

The Committee went through the contract; concurred on the Intent; the Term needs to be amended to end June 21, 2024. They reviewed the Scope, method and employment. Under Compensation they discussed the hours per day, and weekly, and Council Member Hussain noted they do not have to have the interim 40 hours, but there would not be a problem opening the option to putting 8 hours and 40 per week, and Mr. DeLine acknowledged that would work and Committee concurred. No changes to compliance, assignments, severance, merger and representations.

Council Member Hussain asked OCA about the Ethics Board role. Mr. Venker asked if his intent is to take a leave of absence, and Mr. DeLine stated he spoke to the City Clerk and the Clerk stated he cannot "take a leave of absence" and therefore must resign. He is okay with that and understands that he will have to get appointed to fill the vacancy when he is done with the contract.

Council Member Hussain stated if approved April 8, 2024 it will be signed effective May 1st. Mr. Venker encouraged him to reach out to the Clerk to resign.

The Committee then reviewed the scope of work, specific to items outside of the budget, and Council Member Hussain noted budget will still take priority. Council Member Jackson asked about not having an auditor during the April meetings, and Council Member Hussain confirmed the benefit will be the meetings are on youtube and can be watched prior to starting on May 1st.

The Committee finalized the resolution with May 1, 2024 to June 21, 2024 and 8 hours a day, 40 hours per week.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE INTERIM CITY INTERNAL AUDITOR. MOTION CARRIED 3-0.

<u>DISCUSSION – Future of City Internal Auditor</u>
Council Member Hussain asked the Committee on direction on moving forward with this position. The job description needs to be better informed to educate applicants on if they have the skills. The Committee needs to work with HR on postings, look at the testing, and options. It was noted in an exit interview that there are portions of the testing that need to be reevaluated. Council Member Hussain noted he can work as Chair and work with HR, or schedule another meeting in April to review the job description, postings, and testing. Council Member Jackson stated he was comfortable with Committee Chair addressing it and providing updates in emails. Council Member Garza concurred he is also fine with work being done and Committee updates.

Mr. Venker suggested writing an ordinance for the Internal Auditor.

ADJOURN

Adjourned 3:55 p.m.
Submitted by
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on

City of Lansing

Municipal Internal Auditor

SALARY	$40.25 - $60.10 Hourly $3,220.39 - $4,807.69 Biweekly $83,730.21 - $125,000.00 Annually	**LOCATION**	Lansing, MI
JOB TYPE	Full-Time	**JOB NUMBER**	00325
DEPARTMENT	COUNCIL	**OPENING DATE**	05/07/2024
CLOSING DATE	6/7/2024 11:59 PM Eastern		

Job Advertisement

JOB ADVERTISEMENT:
The City of Lansing, MI (Pop. 117,741-2023 Forecasted Census) is seeking a seasoned municipal finance professional as their Internal Auditor as required by the City Charter, to work under the direction of City Council (8 standing members).

This full time on-site position is ideal for a professional who is familiar with local municipal government and committed to making a difference. The Municipal Internal Auditor will play a key role in the continuing revitalization of the city and will have ample opportunities to demonstrate leadership and innovation in concert with elected City Council Members who represent their constituents. The position will assist the Council members in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

The City's Internal Auditor will provide independent objectives consulting services designed to add value to and improve the City of Lansing operations, while ensuring the integrity of City finances. In this role the ideal candidate will have experience and skills in performing a wide range of special, annual audits, studies and reports, including coordinating work for financial, operational, and performance -based audits.

The City of Lansing is located in the heart of Ingham County and has portions in Clinton County and Eaton County. It borders East Lansing and Michigan State University, along with Holt and DeWitt. Its location offers Lansing residents access to a broad range of amenities, including highly rated colleges and universities, healthcare facilities, professional sports venues, cultural arts and enrichment opportunities, places of worship, and a robust and varied array of restaurant/dining options.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree or equivalent in Accounting, Business Administration, Public Administration, or related field
- At least five (5) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision require to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment with some trips to city facilities. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Perform internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.

Application Special Instructions

FULL JOB DESCRIPTION AVAILABLE UPON REQUEST

Attach resume, cover letter, and verification of education/degree (transcripts) and/or relevant certifications with application.

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The City of Lansing is an Equal Opportunity Employer and a Certified Veteran Friendly Employer.

The City of Lansing provides reasonable accommodation to applicants and employees with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, or during employment, notify the Department of Human Resources at (517) 483-4004. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Agency

City of Lansing

Address

124 W Michigan Avenue

Lansing, Michigan, 48933

Phone

517-483-4010

Website

http://www.lansingmi.gov

Municipal Internal Auditor Supplemental Questionnaire

*QUESTION 1

What is your highest level of education?

- ◯ No Degree
- ◯ High School Diploma or GED
- ◯ Associate's Degree
- ◯ Bachelor's Degree
- ◯ Master's Degree
- ◯ Doctoral Degree

*QUESTION 2

Identify your major or area of concentration

*QUESTION 3

What is your skill level using MS Word?

- ◯ No experience
- ◯ Beginner
- ◯ Intermediate
- ◯ Advanced

*QUESTION 4

What is your skill level using MS Excel?

- ◯ No experience
- ◯ Beginner
- ◯ Intermediate
- ◯ Advanced

*QUESTION 5

Do you have certification in any of the following? Check all that apply

- ◯ Certified Public Accountant
- ◯ Certified Internal Auditor
- ◯ Certified Fraud Examiner
- ◯ Certified Information System Auditor
- ◯ None
- ◯ Able to obtain within one year of employment

*QUESTION 6

Identify the area(s) that you have professional work experience:

- ◯ Accounting
- ◯ Auditing
- ◯ Accounting consulting
- ◯ Auditing consulting
- ◯ Municipal Finance
- ◯ None

*QUESTION 7

Identify your number of years work experience in this area

- ◯ No experience
- ◯ 1 year but less than 2 years
- ◯ 2 years but less than 3 years
- ◯ 3 years but less than 4 years
- ◯ 4 years but less than 5 years
- ◯ More than five years

*QUESTION 8

Do you have experience with participating in public televised meetings?

- ◯ Yes
- ◯ No

* Required Question

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Print

Municipal Internal Auditor

City of Lansing

Lansing, Michigan, United States +1 **(On-Site)**

Preferred Member Company

26 days ago

Job Type **Full-Time**	Job Duration **Indefinite**	Salary **$76,588.00 - $114,557.00**	Min Experience **5-7 Years**
Min Education **BA/BS/Undergraduate**	Required Travel **0-10%**	Salary - Type **Yearly Salary**	Job Function **Accounting & Finance**

Description

The City of Lansing, MI (Pop. 117,741-2023 Forecasted Census) is seeking a seasoned municipal finance professional as their Internal Auditor as required by the City Charter, to work under the direction of City Council (8 standing members).

This full time on-site position is ideal for a professional who is familiar with local municipal government and committed to making a difference. The Municipal Internal Auditor will play a key role in the continuing revitalization of the city and will have ample opportunities to demonstrate leadership and innovation in concert with elected City Council Members who represent their constituents. The position will assist the Council members in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

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Requirements

- Bachelor's degree or equivalent in Accounting, Business Administration, Public Administration, or related field
- At least five (5) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

To apply: www.governmentjobs.com/careers/lansingmi

Job ID: 73409609

[City of Lansing](#)

Please refer to the company's website or job descriptions to learn more about them.

[View Full Profile](#)

Jobs You May Like

Associate Planner
Delta Charter Township
Lansing, MI, United States (On-Site)

Chief Financial Officer
City of East Lansing
East Lansing, MI, United States (On-Site)

DPW DIRE
CITY OF CI
CHARLOTT

APPLY

EMPLOYMENT APPLICATION

City of Lansing
124 W Michigan Avenue

Lansing, Michigan - 48933
http://www.lansingmi.gov (http://www.lansingmi.gov)
Municipal Internal Auditor

Received: 6/10/24, 6:36 AM
For Official Use Only:
QUAL:_________
DNQ:__________
☐ Experience
☐ Training
☐ Other:________

PERSONAL INFORMATION

POSITION TITLE: Municipal Internal Auditor	**Job Number:** 00325
NAME: (Last, First, Middle)	**PERSON ID:** 16041978
ADDRESS: (Street, City, State, Zip Code)	
EMAIL ADDRESS:	

PREFERENCES

SHIFTS YOU WILL ACCEPT:
Day , Evening , Night , Rotating , Weekends , On Call (as needed)

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

EDUCATION

SCHOOL NAME: University of Maryland		
LOCATION:(City , State) College Park, MD	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Master's
MAJOR/MINOR: Public Policy; Policy Analysis, Public Finance, Data Analysis		**UNITS COMPLETED:** 48
SCHOOL NAME: University of Michigan		
LOCATION:(City , State) Dearborn, MI	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Bachelor's
MAJOR/MINOR: Political Science, History, and Secondary Education		**UNITS COMPLETED:** 126
SCHOOL NAME: Fordson High School		
LOCATION:(City , State) Dearborn, MI	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** High School Diploma

WORK EXPERIENCE

DATES: from November/2023 to Present	**EMPLOYER:** City of Dearborn Department of Public Works	**POSITION TITLE:** Process Improvement Manager
ADDRESS: (Street, City, State, Zip Code): 2951 Greenfield Dearborn, MI 48120		

PHONE NUMBER: (313) 943-2300	**SUPERVISOR:** Nicole Golich - Deputy Director	**MAY WE CONTACT THIS EMPLOYER?** ☐ Yes ■ No
HOURS PER WEEK: 40	**SALARY:** $7,000.00	

DUTIES:
I develop and implement efficient processes, aligning services and policies with the department's goals, audit program performance and efficiency, and ensure effective communication between different divisions and departments. I am responsible for developing, planning, writing, organizing, monitoring, auditing, and managing many contracts for the department. I play a crucial role in enhancing overall organizational performance and competitiveness through strategic planning and service excellence. I also analyze current processes, collaborating with various teams, and implementing strategies to streamline operations, reduce costs, and enhance overall productivity.

REASON FOR LEAVING:
Looking for professional growth and leadership opportunities.

DATES: from December/2014 to November/2023	**EMPLOYER:** City of Dearborn Neighborhood Services Division	**POSITION TITLE:** Superintendent of Neighborhood Services

ADDRESS: (Street, City, State, Zip Code):
16901 Michigan Ave
Dearborn, MI 48126

PHONE NUMBER: 313-943-2048	**SUPERVISOR:** Nicole Golich - Deputy Director	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 45	**SALARY:** $6,000.00	**# OF EMPLOYEES SUPERVISED:** 33

DUTIES:
Provided management and supervision of multiple contracts and over 30 City employees for the day-to-day delivery of neighborhood-based public services. Developed individualized solutions to complex code enforcement issues, usually requiring investigation and decisiveness; enforced contract agreements; audited and evaluated contractor performance, organized and analyzed data for informed decision making; provided customer service to residents; recommended new policies and procedures to improve efficiency and effectiveness of operations; provided employees with growth opportunities.

Career highlights: Composed Requests for Proposal for nuisance abatement and city-wide sanitation services which saved the city $1 million annually while increasing the recycling program and expanding collectible debris; developed field-level data collection and analysis methods which enabled data-driven decision making; created a feedback mechanism for inspectors enabling us to improve employee productivity and morale; developed new procedures and guidelines to increase trash collection and reduce improper trash set-outs thereby cleaning the appearance of the city and increasing services to residents.

REASON FOR LEAVING:
Promotion

DATES: from August/2013 to November/2014	**EMPLOYER:** State of Maryland Department of Budget and Management	**POSITION TITLE:** Budget Analyst

ADDRESS: (Street, City, State, Zip Code):
301 West Preston
Baltimore, MD 21037

PHONE NUMBER: 410-767-4524	**SUPERVISOR:** Neil Bergsman - Assistant Director	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $4,500.00	

DUTIES:
Analyzed, evaluated, and audited cost estimates, facility programs, project justifications, cash flows, and schedules; composed memos, reviews, and recommendations of capital projects and programs; analyzed macroeconomic and industry data to calculate factors for cost estimates; briefed executives; educated customers; reviewed and integrated legislation and regulations; and developed and maintained accurate record systems (including cloud-based). Technical staff on the Governor's Sub-Cabinet for Public-Private Partnerships; developed new capital equipment guidelines for State agencies; instituted best-practices for estimating escalation and construction factors; increased the visibility and opportunity for the Maryland Public Art Initiative

REASON FOR LEAVING:
Return to Michigan to be closer to my family.

DATES: from August/2007 to August/2013	**EMPLOYER:** Samuel Ogle Middle School, Prince George's County Public Schools	**POSITION TITLE:** Department Chair, Mentor Teacher

ADDRESS: (Street, City, State, Zip Code): 4111 Chelmont Bowie, MD 20715		
PHONE NUMBER: (301) 805-2641	**SUPERVISOR:** Mark Covington - Principal	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $4,400.00	**# OF EMPLOYEES SUPERVISED:** 12
DUTIES: Directly supervised, and worked along side, an extremely diverse group of teachers and students, ensuring excellent instruction, lesson design, a data utilization. Primary responsibilities included: managed the day-to-day operations of the department and classroom; cultivated relationships with administrators, parents, students, and teachers; maintained/monitored department and student development; Instructed and mentored a large, diverse group of at-risk children, including those with special needs, learning disabilities, and from economically disadvantaged households in content, character development and conflict resolution. Career highlights: analyzed the student-based budget to determine performance and create possible metrics; developed efficient record keeping systems using cloud computing and collaborative documents; elected as the 8th grade "Teacher that Makes Learning Fun"; selected as Leadership Team member.		
REASON FOR LEAVING: Change of career		

DATES: from January/2003 to August/2008	**EMPLOYER:** Department of Public Works, Road Division, Charter Township of Bloomfield	**POSITION TITLE:** General Laborer
ADDRESS: (Street, City, State, Zip Code): 4200 Telegraph Rd. Bloomfield, MI 48303		
PHONE NUMBER: (248) 433-7700	**SUPERVISOR:** Rich Davis, Mark Heiters - Road Foreman	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 30	**SALARY:** $1,500.00	
DUTIES: Worked individually and as a team member to: repair damaged roads; set-up for city events; remove leaves, snow, and debris from roadways; and ensure the continuance of general pubic services to citizens. In this capacity, I exhibited superior public service while working among the city officials and the citizens of a diverse community.		
REASON FOR LEAVING: Moved to Maryland		

DATES: from September/2005 to June/2007	**EMPLOYER:** Fordson High School, Dearborn Public Schools	**POSITION TITLE:** Teacher
ADDRESS: (Street, City, State, Zip Code): 13800 Ford Rd. Dearborn, MI 48126		
PHONE NUMBER: (313) 827-1400	**SUPERVISOR:** Michael Riggs - Department Chair	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $3,600.00	
DUTIES: Worked along side, an extremely diverse group of teachers and students, ensuring excellent instruction, lesson design, a data utilization. Cultivated relationships with parents and students. Highlights include being selected as "Teacher that Makes a Difference" and editor of the school newspaper.		
REASON FOR LEAVING: Recession, lay-offs. Moved to Maryland.		

CERTIFICATES AND LICENSES

TYPE: Google Career Certification - Foundations of Project Management			
DATE ISSUED: November 2023	**EXPIRATION DATE:** No expiration	**NUMBER:** K5JNZRWREUBR	**ISSUING AGENCY:** Google, Inc.

TYPE: Google Career Certification - Project Initiation			
DATE ISSUED: December 2023	**EXPIRATION DATE:** No expiration	**NUMBER:** K5JNZRWREUBR	**ISSUING AGENCY:** Google, Inc.
TYPE: Google Career Certification - Project Planning			
DATE ISSUED: February 2023	**EXPIRATION DATE:** No expiration	**NUMBER:** N3LED5BEDNYC	**ISSUING AGENCY:** Google, Inc.

SKILLS

OFFICE SKILLS:
Nothing Entered For This Section

OTHER SKILLS:
Project Management - Intermediate - 11 years, 0 months
Program and policy analysis and evaluation - Expert - 11 years, 0 months
Budget analysis and preparation - Expert - 14 years, 0 months
Contract management and administration - Expert - 11 years, 0 months
Written and verbal communication - Expert - 20 years, 0 months
problem-solving and innovative solutions - Expert - 20 years, 0 months
Data analysis - Expert - 14 years, 0 months

LANGUAGE(S):
Nothing Entered For This Section

SUPPLEMENTAL INFORMATION
Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	**NAME:** Licia Yangouian	**POSITION:** Asst. Corporation Counsel (ret.)
ADDRESS: (Street, City, State, Zip Code) MI		
EMAIL ADDRESS: liciayesq1@yahoo.com		**PHONE NUMBER:** 248-872-6309
REFERENCE TYPE: Professional	**NAME:** Alan Loebach, P.E.	**POSITION:** Asst. City Engineer
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: alanploebach@yahoo.com		**PHONE NUMBER:** 248-996-7687
REFERENCE TYPE: Professional	**NAME:** David Norwood	**POSITION:** Deputy Director, DPW, Canton Twp.
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: david.norwood@canton-mi.org		**PHONE NUMBER:** 313-613-1872
REFERENCE TYPE: Professional	**NAME:** Nick Siroskey	**POSITION:** Director (ret.), PMDS, City of Dearborn

ADDRESS: (Street, City, State, Zip Code) Dearborn, MI 48126		
EMAIL ADDRESS: nsiroskey@comcast.net		**PHONE NUMBER:** 313-720-6446
REFERENCE TYPE: Professional	**NAME:** Mary Laundroche	**POSITION:** Director of Communications (fmr.); Neighborhood Liaison.
ADDRESS: (Street, City, State, Zip Code) Dearborn, MI 48126		
EMAIL ADDRESS: mlaundroche@yahoo.com		**PHONE NUMBER:** (313) 719-0166
REFERENCE TYPE: Professional	**NAME:** Michael Shooshanian	**POSITION:** Public Services Operations Manager
ADDRESS: (Street, City, State, Zip Code) Dearborn, MI 48124		
EMAIL ADDRESS: mshooshanian2@dearborn.gov		**PHONE NUMBER:** (313) 282-0632
REFERENCE TYPE: Professional	**NAME:** Sarah Lashbrook-Bullock	**POSITION:** Environmental Technician (direct-report, fmr.)
ADDRESS: (Street, City, State, Zip Code) Chelsea, MI		
EMAIL ADDRESS: unknown@sorry.com		**PHONE NUMBER:** 313-354-0632

Agency - Wide Questions

1. **ELIGIBILITY**

   Are you legally eligible for employment in the United States? Documentation of employment eligibility status will be required upon employment.
   Yes
2. **Are you at least eighteen (18) years of age?**
   Yes
3. **CITY OF LANSING EMPLOYMENT STATUS**

   Are you now, or have you ever been employed by the City of Lansing?
   No
4. **If Yes, enter the following:**
   - **Start Date**
   - **End Date**
   - **Job Title**
   - **Department**
5. **Please check the appropriate box for your current employment status with the City of Lansing.**
6. **NEPOTISM DISCLOSURE**

   Are you related to a current City employee/official?
   No

7. **PREVIOUS APPLICATIONS**

Have you ever applied to the City of Lansing before?
No

8. **If Yes, when?**

9. **GENERAL INFORMATION**

Wage/Salary Desired
90,000

10. **Availability to work (select all that apply)**
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

11. **Hours Available**
As needed

12. **How did you hear of this vacancy?**
Other *

13. *** Please Specify**
MML

Job Specific Supplemental Questions

1. **What is your highest level of education?**
Master's Degree

2. **Identify your major or area of concentration**
Public finance, acquisitions, leadership.

3. **What is your skill level using MS Word?**
Advanced

4. **What is your skill level using MS Excel?**
Advanced

5. **Do you have certification in any of the following? Check all that apply**
None

6. **Identify the area(s) that you have professional work experience:**
Municipal Finance

7. **Identify your number of years work experience in this area**
More than five years

8. **Do you have experience with participating in public televised meetings?**
Yes

By clicking Accept & Submit, I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the City's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the City of Lansing to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the City to request the release of any information required. If I am hired, I agree to conform to the Personnel Rules of the City of Lansing, and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Lansing or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the City of Lansing other than the Director of Human Resources or Mayor has any authority to enter into any agreement for employment.

[redacted]

This assessment has 3 parts, each on its own tab below

1. Save this Excel Spreadsheet on the "DESKTOP" using your first initial and last name as the name of the new file. Be sure to save the file before turning it in to the proctor. Failure to name the file and save it as instructed will result in your test not being scored and you will not be permitted to continue in the selection process.

You have thirty minutes to complete this test.

The test is worth 100 points and candidates must earn a minimum of 75 points to proceed to the next step in the Internal Auditor selection process.

97 out of 100

Answer each of the questions below by turning the cell with the correct answer yellow.
Each correct answer earns one point

1. An audit trail is needed in order to:

a. Schedule and budget for audit assignments.
b. Show how and when items were reviewed. Correct
c. Provide management with justification for an audit.
d. Provide the audit manager with audit results.

2. Audits should use flowcharts in their work in order to:

a. Analyze the causal factors of process or data dispersion.
b. Understand the overall process or system being audited. Correct
c. Distinguish variations in a process over time.
d. Determine process capability and uniformity.

3. Which of the following is most important for an auditor to convey in an initial audit interview?

a. A give-and-take atmosphere that focuses on compromise.
b. A formal approach guided by specified roles for each participant.
c. An interest in cooperation and open dialogue. Correct
d. A personal approach to information gathering.

4. Auditor independence includes the freedom from which of the following factors?

I. Bias
II. Conflict of interest
III. External influences
IV. Previous exposure to this area

a. I and II only
b. II and IV only
c. I, II and III only
d. II, III and IV only Incorrect

5. Which of the following requests by an auditor is likely to obtain the most objective type of evidence?

a. "What kind of information do you receive?"
b. "Who provides information to you?"
c. "Describe how you receive information."
d. "Show me the information you received." Correct

6. When a proposed corrective action is judged unacceptable, an auditor should take which of the following actions?

a. Revise the submitted action plan on the basis of the auditor's knowledge and expertise.
b. Notify the auditee and request that a new action plan be submitted to the next level of management.
c. Discuss the action plan's deficiencies with the auditee and request a revised plan. Correct
d. Suggest that the auditee benchmark the deficient area and then rewrite the action plan.

7. Which two of the following conditions must be met to infer statistical significance about an audit sample?

I. The population must be homogeneous.
II. The sample size must be greater than 10.
III. The sample must be random.
IV. The sample must be taken from multiple locations.

a. I and II
b. I and III
c. II and III
d. III and IV — Incorrect

8. Which of the following is NOT an acceptable method of verifying a corrective action plan?

a. Reviewing relevant records after the correction has been made. — Incorrect
b. Contacting the individuals responsible for implementing the corrective action.
c. Conducting another audit on the process or system.
d. Collecting or observing the new results of the process.

9. In validating appropriate accounts payable procedures, the auditor should look for matching between the following:

a. Receiving document, purchase order or contract, and invoice.
b. Purchase requisition, purchase order or contract, and invoice. — Incorrect
c. Receiving document, bill of lading, and invoice.
d. Purchase requisition, bill of lading, and purchase order or contract.

10. Which of the following types of audit risk assumes an absence of compensating controls in the area of review?

a. Control risk
b. Detection risk
c. Inherent risk — Correct
d. Sampling risk

11. The PRIMARY use of generalized audit software is to:

a. Test controls that are imbedded in software programs.
b. Test unauthorized access to data.
c. Extract data of relevance to the audit. Correct
d. Reduce the need for transaction vouching.

12. Which of the following is the most effective to implement a control self-assessment (CSA) within a business unit?

a. Informal peer reviews
b. Facilitated workshops
c. Process flow narratives
d. Data flow diagrams Incorrect

13. The first step in planning an audit is to:

a. Define the audit deliverables.
b. Finalize the audit scope and objectives.
c. Gain an understanding of business objectives. Correct
d. Develop the audit approach and strategy.

14. Which of the following tasks may be performed by the same employee in a well-controlled computer processing center?

a. Security administration and change management
b. Computer operations and system development Incorrect
c. System development and change management
d. System development and system maintenance

15. When a complete segregation of duties cannot be achieved in an online system environment, which of the following functions should be separated from the others?

a. Transaction origination
b. Authorization Correct
c. Recording
d. Correction

16. A hash total of employee numbers is part of the input to a payroll master file update program. The program compares the hash total with the corresponding control total. What is the purpose of this procedure?

a. Verify that employee numbers are valid.
b. Verify that only authorized employees are paid.
c. Detect errors in payroll calculations.
d. Detect the erroneous update of payroll records. Correct

17. Which of the following BEST provides access control to payroll data being processed on a local server?

a. Logging access to personal information.
b. Using separate passwords for sensitive transactions.
c. Using software that restricts access rules to authorized staff. Correct
d. Restricting system access to business hours.

18. An auditor reviewing a log of failed logon attempts would be MOST concerned if which of the following accounts was targeted?

a. Network administrator — Incorrect
b. System administrator
c. Data administrator
d. Database administrator

19. Which of the following is necessary to have FIRST in developing a business continuity plan?

a. Risk-based classification of systems
b. Inventory of all assets — Incorrect
c. Complete documentation of all disasters
d. Availability of hardware and software

20. In an audit of a business continuity plan, which of the following findings is of greatest concern?

a. There is no insurance for the addition of assets during the year.
b. The business continuity plan manual is not updated on a regular basis.
c. Testing of the backup of data has not been done regularly.
d. Records for maintenance of the access system have not been maintained. — Correct

American Widget Company

Weekly Production Record

Widgets Produced Per Day

Employee	Mon	Tue	Wed	Thu	Fri	
Charles	23	14	20	19	19	Correct
Lucille	10	12	11	12	11	Correct
William	20	21	20	20	22	Correct
James	15	16	17	16	15	Correct
Judith	17	17	20	21	0	Correct

Based on the above table, answer the questions below placing an Excel formula in the corresponding answer box. Each correct answer is worth 10 points.

1. How many total widgets were produced in this week?	408	Correct
2. What was Judith's average production per day?	15	Correct
3. What was the mean daily number of widgets produced in this week?	82	Correct
4. Calculate the mode for this table.	20	Correct
5. Calculate the median for this table.	17	Correct

50 out of 50

For 30 points, on a separate tab, create a table and line graph showing each employee's average number of widgets produced for the week. Label the tab "Widgets" and color the tab green.

Employee	Mon	Tue	Wed	Thu	Fri	Average	
Charles	23	14	20	19	19	19	Correct
Lucille	10	12	11	12	11	11	Correct
William	20	21	20	20	22	21	Correct
James	15	16	17	16	15	16	Correct
Judith	17	17	20	21	0	15	Correct

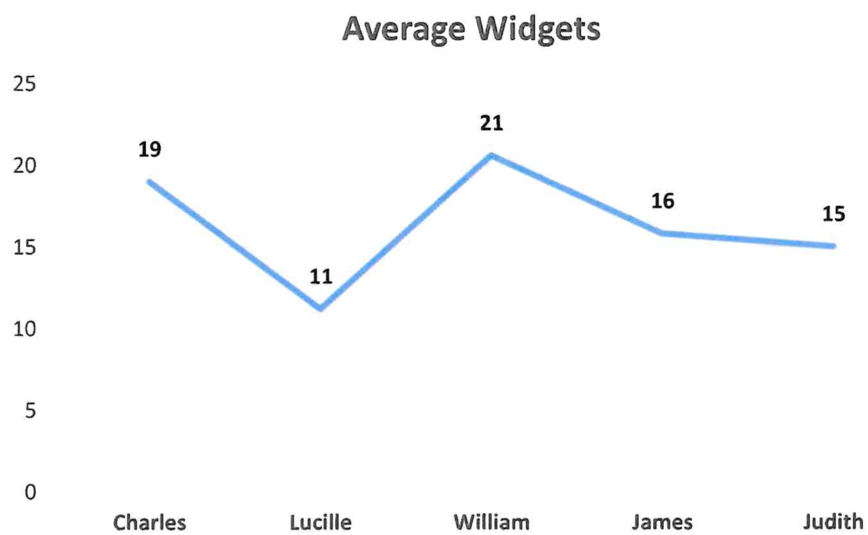

Table	10
Chart	15
Tab	5
Extra/Titles	5
Total	**35 out of 30**

EMPLOYMENT APPLICATION

	City of Lansing **124 W Michigan Avenue** **Lansing, Michigan - 48933** http://www.lansingmi.gov (http://www.lansingmi.gov) **Municipal Internal Auditor**	**Received:** 6/6/24, 6:12 PM **For Official Use Only:** QUAL:_________ DNQ:_________ ☐ Experience ☐ Training ☐ Other:________

PERSONAL INFORMATION

POSITION TITLE: Municipal Internal Auditor	**Job Number:** 00325
NAME: (Last, First, Middle)	**PERSON ID:** 21115660
ADDRESS: (Street, City, State, Zip Code)	
EMAIL ADDRESS:	

PREFERENCES

SHIFTS YOU WILL ACCEPT:
Day

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

EDUCATION

SCHOOL NAME: The University of Michigan		
LOCATION:(City , State) Flint, MI	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Bachelor's
MAJOR/MINOR: Accounting		**UNITS COMPLETED:** 8

WORK EXPERIENCE

DATES: from July/2019 to July/2024	**EMPLOYER:** Various Account & Audit roles	**POSITION TITLE:** manager
ADDRESS: (Street, City, State, Zip Code): 2338 S Penn Ave Lansing, MI 48910		
PHONE NUMBER: (810) 919-3333	**SUPERVISOR:** charles randall	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $12,000.00	**# OF EMPLOYEES SUPERVISED:** 1
DUTIES: Available upon request		
REASON FOR LEAVING: looking for a challenge and to give back to the community.		

DATES: from July/2018 to July/2019	**EMPLOYER:** Lansing Board of Water and Light	**POSITION TITLE:** Internal Audit Senior
ADDRESS: (Street, City, State, Zip Code): washington Lansing, MI 48910		

PHONE NUMBER: (517) 702-6006	**SUPERVISOR:** Dick P. - CEO	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	

DUTIES:
Lead and perform internal audit engagements and test steps. Perform annual risk assessment and audit planning schedule. Prepare and review workpapers to document audit testing to support reported results. Present results to business owners and management.

REASON FOR LEAVING:
.

DATES: from October/2016 to January/2018	**EMPLOYER:** AF Group	**POSITION TITLE:** Internal Audit Manager

ADDRESS: (Street, City, State, Zip Code):
Grand ave
Lansing, MI 48910

PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** Michael	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 4

DUTIES:
Manage audit team and preform risk-based audits of business processes and controls. Consider, design and supervise data analysis to increase audit efficiency and effectiveness. Prepare and present ad-hoc and management reporting, including the Audit Committee of Board of Directors. Develop working relationships with key leaders within the organization. Prepare and review workpapers to document audit testing to support reported results. Present results to business owners and management.

REASON FOR LEAVING:
.

DATES: from February/2016 to October/2016	**EMPLOYER:** Toukan & Company	**POSITION TITLE:** Client Service Director

ADDRESS: (Street, City, State, Zip Code):
charring dr
Westerville, OH 43081

PHONE NUMBER: (614) 901-7100	**SUPERVISOR:** Mr Toukan	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	

DUTIES:
Manage and preform audit and reviews of financial statements for various industries, including for profit and non-profit, as well as, employee benefit plans. Assess risks of financial statement misstatement, identify testing approach and considerations, perform testing account balances and accounting transactions, and prepare financial statements and related disclosures. Address as needed the existence of ITGC and application controls, internal controls for financial reporting, and accuracy of financial reporting.

REASON FOR LEAVING:
.

DATES: from November/2013 to January/2016	**EMPLOYER:** Self Employed	**POSITION TITLE:** Self Employed

ADDRESS: (Street, City, State, Zip Code):
home address
Westerville, OH 43081

PHONE NUMBER: (810) 919-3333	**SUPERVISOR:** charles h randall, cpa	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 1

DUTIES:
Advise, lead and supervise components of continuously improving business processes including; accounting / finance, IT systems, enterprise risk management, audit, and compliance with federal, state and local laws and regulations.
Clients include: Cooper Tire & Rubber, Marathon Petroleum Corporation, M/I Homes, Sabarro, LLC, Ohio Bureau of Workers' Compensation
o Process standardization / documentation; control identification, application mapping, key stakeholders and handoffs
o Internal control testing related to: Financial Statements, Inventory, Journal Entries, Account Reconciliations, Month-End Close, Treasury, Equity-based compensation, Capital lease, and Leasehold improvement valuation.
o Design IT risk assessment process, audit plan, audit test steps, supervise testing and assess impact of results. Topics included: ITGC / SDLC and Application Controls, NIST Security Controls.
o Co-Champion implementation of audit management system (Teammate).
o Strategically advising on board of directors reporting timeline, content and subject matter.
o Interview chiefs of staff for annual / continuous risk assessment.

REASON FOR LEAVING:
Located a full-time, permanent position with a connection to the community, impactful presence with clients, expanding knowledge, skills and abilities.

DATES: from January/2009 to November/2013	**EMPLOYER:** Mission Essential Personnel, LLP	**POSITION TITLE:** Director - Internal Audit
ADDRESS: (Street, City, State, Zip Code): unk Columbus, OH 43215		
PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** Susan Zidek - General Counsel	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $9,000.00	**# OF EMPLOYEES SUPERVISED:** 3

DUTIES:
(Federal Government Contractor)
• Stood-up internal audit program from ground zero using IPPF framework for risk-control based testing to PCAOB requirements aligned with Defense Contract Audit Agency –Contract Audit Manual. Audit charter included compliance with laws and regulations, accuracy of management reporting (operational and financial), and efficient use of company resources (lean 6 sigma type process improvement). Internal control universe included: IT-General Controls, IT-Application Controls, IT-System Development Life Cycle (SDLC), finance / accounting controls, operational controls, compliance process, and control environment.
• Managed Department budget (build, spend and forecast) and reported audit findings, department activities and project status to senior management and Board of Managers. Directly managed and supervised staff in project performance, assignment of duties and responsibilities and professional development activities.
• Advised Policy Steering Committee in the initial development and continued refinement of company level policies and procedures to be designed for auditability and written clearly for broad scope understanding.
• Lead implementation of Cost Accounting Standards process in accordance with Cost Accounting Standards Board. Coordinate with accounting and compliance department in preparation of Accounting System Review IAW FAR 31.
• Designed and implemented risk assessment process to develop audit schedule for board approval. Managed and lead audit / investigation teams. Drafted, reviewed and approved audit reports.
• Utilized data analytics and continuous controls monitoring to maximize use of audit resources and proactively identify risky business activity.
• Interfaced directly with external auditors (DCAA).

REASON FOR LEAVING:
.

DATES: from March/2005 to November/2008	**EMPLOYER:** Ernst & Young, LLP	**POSITION TITLE:** Manager - Business Risk Services
ADDRESS: (Street, City, State, Zip Code): detroit Detroit, MI 48226		
PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** Detroit office	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 40

DUTIES: • Project manager of 12 US based direct reports and 12 international teams on multi-objective risk based internal audits covering ICoFR (including IT controls) based audits and special projects of $8.5B Tier I Automotive Manufacturing Supplier. Direct interaction with client executives and external financial auditor. Reduced budget 50%, year-over-year, while maintaining testing scope and detail. Managed completion of current year SOXa phase 1 testing 28% under budget. • Reporting and presentation responsibilities including: departmental status reports, special project analysis and results / position memos, and committee / board of directors presentations. • Project management of a cross-functional and multi-disciplinary global team to research and pilot a holistic solution to Segregation of Duties risks, from an application prospective, for $178B Automotive OEM. • Consulting on COSO internal controls (including IT controls) for Sarbanes-Oxley Act compliance processes using PCAOB requirements; development and execution of risk based testing approach. Spearheading related special projects; including internal control framework rationalization and optimization, and control testing optimization. Co-led high profile, time sensitive project to identify, document and validate the existence of key controls for the North American operations of $10B Tier I Automotive Manufacturing Supplier. • Directly managed and supervised staff in the performance of project requirements, meeting client needs, and professional development.		
REASON FOR LEAVING: .		

DATES: from July/2000 to March/2005	**EMPLOYER:** Champion Enterprises, Inc	**POSITION TITLE:** Internal Auditor Supervisor
ADDRESS: (Street, City, State, Zip Code): big beaver rd Troy, MI 48084		
PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** Stefan	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 3
DUTIES: • Co-Led, with Internal Audit Director, all aspects of internal audit department, including special investigations, research projects and department professional development. Communicated with corporate and operational management testing results, findings, issue remediation recommendations, and best practice development. Supervised up to 5 staff members in performance of simultaneous multi-location projects. • Project lead for development of Sarbanes-Oxley - Section 404 compliance using PCAOB standards for all manufacturing facilities (23 locations; $1B net sales, $300M Total Assets). Initial identification of internal controls using COSO framework for non-homogenous accounting and management structure. Identified areas for improvement in Controllers Policies & Procedures Manual and presented roll-out SOxA internal control documentation and testing process at Annual Controllers Conference and Materials Managers' Conference. Efforts resulted in zero significant deficiencies reported in year one of 302 certification. Interfaced directly with external auditors.		
REASON FOR LEAVING: .		

DATES: from June/1999 to July/2000	**EMPLOYER:** Coastlog Industries Ltd	**POSITION TITLE:** Manager - Accounting & Administration
ADDRESS: (Street, City, State, Zip Code): unk Novi, MI 48375		
PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** sree	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 1
DUTIES: • Responsible for managing overall strategic planning, budget and cost analysis, and day-to-day financial affairs of $10M annual sales international manufacturing company. • Prepared financial reporting packages and maintained relationship with financing institutions and auditors. • Key member of executive management team involved in long-term corporate strategic planning. • Completed design and implementation of ERP system and trained staff on day-to-day usage. • Point of contact for performance of external and bank audits.		
REASON FOR LEAVING: .		

DATES: from September/1996 to June/1999	**EMPLOYER:** Deloitte & Touche, LLP	**POSITION TITLE:** Senior Auditor
ADDRESS: (Street, City, State, Zip Code): main st Ann Arbor, MI 48109		

PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** partner	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 3

DUTIES:
Lead financial statement and compliance audits in accordance with GAAS, GAS and OMB Circular A-133. Manage testing of internal financial control effectiveness and develop recommendations for improvements. Compile and review financial statements with related footnotes of middle market organizations in accordance with GAAP.
Performed research of technical accounting issues and determined impact of pronouncements.
Client industries: Manufacturing (70%), Government / Not-For-Profit (10%), and Other Industries (20%).

REASON FOR LEAVING:
.

DATES: from January/1992 to September/1994	**EMPLOYER:** Michigan Army National Guard	**POSITION TITLE:** MLRS Technician

ADDRESS: (Street, City, State, Zip Code):
lake margerete
Grayling, MI 49738

PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** Governer	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 4	**SALARY:** $10,000.00	

DUTIES:
National Defense

REASON FOR LEAVING:
.

DATES: from June/1988 to January/1992	**EMPLOYER:** US Army	**POSITION TITLE:** Track Vehicle Mechanic

ADDRESS: (Street, City, State, Zip Code):
1600 Penn Ave NW
Washinton DC, AE 09142

PHONE NUMBER: (800) 555-1212	**SUPERVISOR:** POTUS	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $10,000.00	**# OF EMPLOYEES SUPERVISED:** 4

DUTIES:
National Defense
Cold War / Operation Desert Shield / Operation Desert Storm

REASON FOR LEAVING:
.

CERTIFICATES AND LICENSES

TYPE:
CPA - State of Ohio (Inactive)

DATE ISSUED: February 2014	**EXPIRATION DATE:** December 2018	**NUMBER:** CPA.50796	**ISSUING AGENCY:** State of Ohio

TYPE:
CPA - State of Michigan (Inactive)

DATE ISSUED:	EXPIRATION DATE:	NUMBER:	ISSUING AGENCY:
August 2000	December 2013	1101026741	Department of Licensing and Reglatory Affairs

TYPE:
Certified System Information Auditor (CISA)

DATE ISSUED:	EXPIRATION DATE:	NUMBER:	ISSUING AGENCY:
April 2019	No expiration		Information Systems Audit and Control Association (ISACA)

SKILLS

OFFICE SKILLS:
Nothing Entered For This Section

OTHER SKILLS:
Nothing Entered For This Section

LANGUAGE(S):
Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Professional Associations
American Institute of Certified Public Accounts (AICPA)
Information Systems Audit and Control Association (ISACA)
Michigan Association of Certified Public Accountants (MICPA)
Ohio Society of Certified Public Accountants (OHCPA)
- Accounting & Audit Committee – Member (2015-2021)
Institute of Internal Auditors (IIA)

Honors & Awards
B.B.A - Accounting, with Distinction (GPA: 3.6/4.0)

Volunteer Experience
Westerville City School District – Audit Committee (2015-Present)
Finance Committee - First Presbyterian Church of Fenton, MI (2007-2009)
Mott Community College - Citizen/Lay Advisory Committee (2006-2007)
Treasurer - Glen Devon Condominium Owners Association (2004-2005)

Military Service
Various combat and non-combat related awards and honors.

Volunteer Experience
Westerville City School District - Audit Committee Member (2015-2018)
Ohio Society of Certified Public Accountants - Accounting and Audit Committee Member (2015-2021)

REFERENCES

REFERENCE TYPE:	NAME:	POSITION:
Professional	Susan Zidek	General Counsel

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:	PHONE NUMBER:
unknown@email.com	(216) 288-7432

REFERENCE TYPE:	NAME:	POSITION:
Professional	Jimmy Parker	

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:	PHONE NUMBER:
unknown1@email.com	(630) 460-5087

REFERENCE TYPE:	NAME:	POSITION:
Professional	Eric Hammond	
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: unknown2@email.com		**PHONE NUMBER:** 937-760-8110

Agency - Wide Questions

1. **ELIGIBILITY**

   Are you legally eligible for employment in the United States? Documentation of employment eligibility status will be required upon employment.
   Yes
2. **Are you at least eighteen (18) years of age?**
   Yes
3. **CITY OF LANSING EMPLOYMENT STATUS**

   Are you now, or have you ever been employed by the City of Lansing?
   No
4. **If Yes, enter the following:**
   - **Start Date**
   - **End Date**
   - **Job Title**
   - **Department**
5. **Please check the appropriate box for your current employment status with the City of Lansing.**
6. **NEPOTISM DISCLOSURE**

   Are you related to a current City employee/official?
   No
7. **PREVIOUS APPLICATIONS**

   Have you ever applied to the City of Lansing before?
   Yes
8. **If Yes, when?**
   a long time ago. don't remember the position but you have an account for my email address. I'm sure it's on file.
9. **GENERAL INFORMATION**

   Wage/Salary Desired
   in line with experience, educations, knowledge, skills and abilities
10. **Availability to work (select all that apply)**
    Monday
    Tuesday
    Wednesday
    Thursday
    Friday
11. **Hours Available**
    40
12. **How did you hear of this vacancy?**
    Internet *
13. *** Please Specify**
    world wide web

Job Specific Supplemental Questions

1. **What is your highest level of education?**
   Bachelor's Degree

2. **Identify your major or area of concentration**
   this information is in the education section of the application process and the attached resume.
   BBA-accounting
3. **What is your skill level using MS Word?**
   Advanced
4. **What is your skill level using MS Excel?**
   Advanced
5. **Do you have certification in any of the following? Check all that apply**
   Certified Public Accountant
6. **Identify the area(s) that you have professional work experience:**
   Auditing consulting
7. **Identify your number of years work experience in this area**
   More than five years
8. **Do you have experience with participating in public televised meetings?**
   No

By clicking Accept & Submit, I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the City's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the City of Lansing to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the City to request the release of any information required. If I am hired, I agree to conform to the Personnel Rules of the City of Lansing, and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Lansing or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the City of Lansing other than the Director of Human Resources or Mayor has any authority to enter into any agreement for employment.

[redacted]

This assessment has 3 parts, each on its own tab below

1. Save this Excel Spreadsheet on the "DESKTOP" using your first initial and last name as the name of the new file. Be sure to save the file before turning it in to the proctor. Failure to name the file and save it as instructed will result in your test not being scored and you will not be permitted to continue in the selection process.

You have thirty minutes to complete this test.

The test is worth 100 points and candidates must earn a minimum of 75 points to proceed to the next step in the Internal Auditor selection process.

99/100=99%

Answer each of the questions below by turning the cell with the correct answer yellow.
Each correct answer earns one point

1. **An audit trail is needed in order to:**
   a. Schedule and budget for audit assignments.
   b. Show how and when items were reviewed. Correct
   c. Provide management with justification for an audit.
   d. Provide the audit manager with audit results.

2. **Audits should use flowcharts in their work in order to:**
   a. Analyze the causal factors of process or data dispersion.
   b. Understand the overall process or system being audited. Correct
   c. Distinguish variations in a process over time.
   d. Determine process capability and uniformity.

3. **Which of the following is most important for an auditor to convey in an initial audit interview?**
   a. A give-and-take atmosphere that focuses on compromise.
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   I. Bias
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   IV. Previous exposure to this area

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b. Purchase requisition, purchase order or contract, and invoice.
c. Receiving document, bill of lading, and invoice.
d. Purchase requisition, bill of lading, and purchase order or contract.

10. Which of the following types of audit risk assumes an absence of compensating controls in the area of review?

a. Control risk
b. Detection risk
c. Inherent risk Correct
d. Sampling risk

11. The PRIMARY use of generalized audit software is to:

a. Test controls that are imbedded in software programs.
b. Test unauthorized access to data.

c. Extract data of relevance to the audit. Correct

d. Reduce the need for transaction vouching.

12. Which of the following is the most effective to implement a control self-assessment (CSA) within a business unit?

a. Informal peer reviews Incorrect

b. Facilitated workshops

c. Process flow narratives

d. Data flow diagrams

13. The first step in planning an audit is to:

a. Define the audit deliverables.
b. Finalize the audit scope and objectives. Incorrect
c. Gain an understanding of business objectives.
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14. Which of the following tasks may be performed by the same employee in a well-controlled computer processing center?

a. Security administration and change management
b. Computer operations and system development
c. System development and change management
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15. When a complete segregation of duties cannot be achieved in an online system environment, which of the following functions should be separated from the others?

a. Transaction origination
b. Authorization
c. Recording Incorrect
d. Correction

16. A hash total of employee numbers is part of the input to a payroll master file update program. The program compares the hash total with the corresponding control total. What is the purpose of this procedure?

a. Verify that employee numbers are valid.
b. Verify that only authorized employees are paid.
c. Detect errors in payroll calculations.
d. Detect the erroneous update of payroll records. Correct

17. Which of the following BEST provides access control to payroll data being processed on a local server?

a. Logging access to personal information.
b. Using separate passwords for sensitive transactions.
c. Using software that restricts access rules to authorized staff. Correct
d. Restricting system access to business hours.

18. An auditor reviewing a log of failed logon attempts would be MOST concerned if which of the following accounts was targeted?

a. Network administrator
b. System administrator
c. Data administrator
d. Database administrator — Incorrect

19. Which of the following is necessary to have FIRST in developing a business continuity plan?

a. Risk-based classification of systems — Correct
b. Inventory of all assets
c. Complete documentation of all disasters
d. Availability of hardware and software

20. In an audit of a business continuity plan, which of the following findings is of greatest concern?

a. There is no insurance for the addition of assets during the year.
b. The business continuity plan manual is not updated on a regular basis.
c. Testing of the backup of data has not been done regularly. — Incorrect
d. Records for maintenance of the access system have not been maintained.

14/20

American Widget Company

Weekly Production Record

Widgets Produced Per Day

Employee	Mon	Tue	Wed	Thu	Fri
Charles	23	14	20	19	19
Lucille	10	12	11	12	11
William	20	21	20	20	22
James	15	16	17	16	15
Judith	17	17	20	21	0

Based on the above table, answer the questions below placing an Excel formula in the corresponding answer box. Each correct answer is worth 10 points.

Question	Answer	
1. How many total widgets were produced in this week?	408	Correct
2. What was Judith's average production per day?	15	Correct
3. What was the mean daily number of widgets produced in this week?	82	Correct
4. Calculate the mode for this table.	20	Correct
5. Calculate the median for this table.	17	Correct

50/50

For 30 points, on a separate tab, create a table and line graph showing each employee's average number of widgets produced for the week. Label the tab "Widgets" and color the tab green.

Values	Column Labels Charles	James	Judith	Lucille	William	Grand Total
Average of Mon	23	15	17	10	20	17
Average of Tue	14	16	17	12	21	16
Average of Wed	20	17	20	11	20	17.6
Average of Thu	19	16	21	12	20	17.6
Average of Fri	19	15	0	11	22	13.4

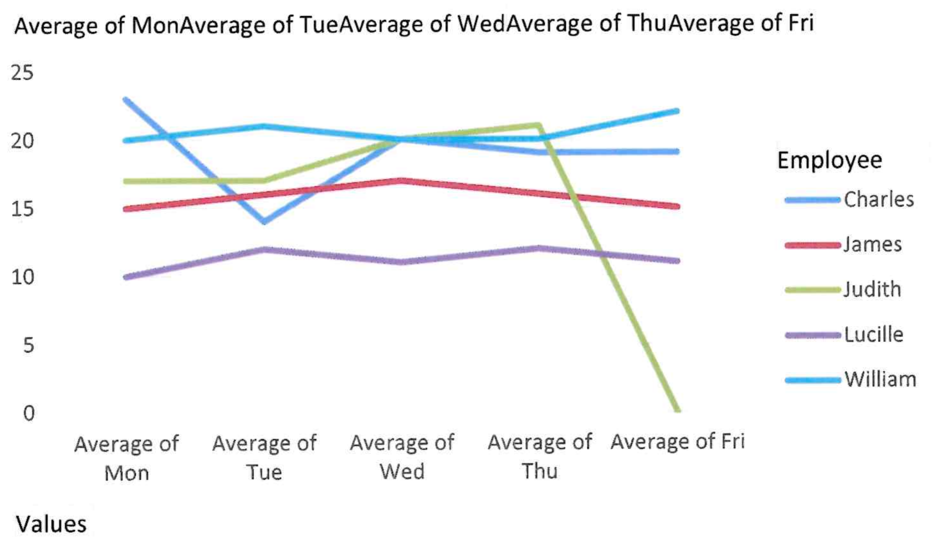

Table	10
Chart	15
Tab	5
Extra Credit	5
	35/30

EMPLOYMENT APPLICATION

City of Lansing
124 W Michigan Avenue

Lansing, Michigan - 48933
http://www.lansingmi.gov (http://www.lansingmi.gov)
Municipal Internal Auditor

Received: 6/14/24, 5:47 PM
For Official Use Only:
QUAL:__________
DNQ:__________
☐ Experience
☐ Training
☐ Other:________

PERSONAL INFORMATION

POSITION TITLE: Municipal Internal Auditor	**Job Number:** 00325
NAME: (Last, First, Middle)	**PERSON ID:** 23342856
ADDRESS: (Street, City, State, Zip Code)	
EMAIL ADDRESS:	

PREFERENCES

SHIFTS YOU WILL ACCEPT:
Day , Evening , Night , Rotating , Weekends , On Call (as needed)

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

OBJECTIVE:
Seeking an opportunity within an innovative, employee-driven organization that will leverage my extensive audit experience while providing avenues for further professional growth and skill development.

EDUCATION

SCHOOL NAME: Columbia Southern University		
LOCATION:(City , State) Orange Beach, AL	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Master's
MAJOR/MINOR: MBA		**UNITS COMPLETED:** 37

SCHOOL NAME: Indiana State University		
LOCATION:(City , State) Terre Haute, IN	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Bachelor's
MAJOR/MINOR: Business Administration		**UNITS COMPLETED:** 121

WORK EXPERIENCE

DATES: from April/2021 to January/2024	**EMPLOYER:** Jefferson County, Colorado	**POSITION TITLE:** Senior Internal Auditor
ADDRESS: (Street, City, State, Zip Code): 100 Jefferson County Parkway Golden, CO 80419		
PHONE NUMBER: (303) 271-8527	**SUPERVISOR:** Heather Frizzell - Finance Director	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $9,333.00	

DUTIES:
- Lead Auditor: Solely manage the internal audit function for Jefferson County, serving nearly 585,000 citizens, ensuring audit efficiency and effectiveness in a diverse environment.
- Comprehensive Audits: Conduct risk assessments and perform operational, financial, and policy audits. Identify control weaknesses, fraud risks, and process improvement opportunities across various government divisions.
- Regulatory Compliance: Evaluate controls, policies, and procedures to ensure compliance with laws and regulations, maintaining strict regulatory adherence.
- Detailed Reporting: Prepare comprehensive reports with findings, recommendations, and action plans to enhance efficiency and address deficiencies, providing clear and actionable insights for stakeholders.
- Training and Development: Develop and deliver training programs to educate staff on audit procedures, internal controls, and regulatory compliance, fostering a culture of continuous improvement and accountability.

REASON FOR LEAVING:
I am still employed at Jefferson County.

DATES: from December/2019 to April/2021	**EMPLOYER:** State of Indiana - Family & Social Services Administration	**POSITION TITLE:** Audit Manager
ADDRESS: (Street, City, State, Zip Code): 402 W. Washington St. Indianapolis, IN 46204		
PHONE NUMBER: 317-332-3114	**SUPERVISOR:** Laura Cowan - Director of Audit Services	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 37.5	**SALARY:** $4,333.00	**# OF EMPLOYEES SUPERVISED:** 10

DUTIES:
- Team Leadership: Managed a team of 10 auditors, overseeing audit engagements including risk assessments, contract reviews, and internal control investigations.
- Budget Oversight: Actively participated in departmental budget management, allocating funds to high-priority audit areas and ensuring optimal use of resources. Generated reports to support budgetary decision-making.
- Risk Mitigation: Safeguarded Indiana tax monies by identifying and mitigating risks related to unallowable costs, improper payments, policy avoidance, overbilled claims, and potential Medicaid fraud.
- Cross-Functional Collaboration: Partnered with various departments and external accounting firms to ensure audit processes aligned with industry standards and best practices, enhancing overall compliance and effectiveness.
- Performance Improvement: Implemented audit recommendations that resulted in enhanced operational efficiency and effectiveness, contributing to the overall improvement of departmental performance.

REASON FOR LEAVING:
I relocated to the Denver area.

DATES: from April/2019 to December/2019	**EMPLOYER:** Kroger Company	**POSITION TITLE:** Assistant Store Leader - Human Resources
ADDRESS: (Street, City, State, Zip Code): 14800 Hazel Dell Crossing Noblesville, IN 46062		
PHONE NUMBER: 317-844-1004	**SUPERVISOR:** Mark Michael - Store Manager	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 50	**SALARY:** $4,750.00	**# OF EMPLOYEES SUPERVISED:** 100

DUTIES:
- Leadership Excellence: Led a diverse team of 100+ associates and six department leaders, fostering a culture of collaboration, teamwork, and excellence within a fast-paced retail environment.
- Strategic HR Management: Developed and executed comprehensive human resources strategies, significantly enhancing employee engagement, retention, and overall organizational performance.
- Policy Expertise: Provided expert guidance on policies and procedures, ensuring streamlined responses, effective investigations, and timely resolution of grievances, resulting in improved workplace harmony and efficiency.
- Talent Development: Implemented training and development programs to upskill employees, leading to increased productivity and career growth opportunities.

REASON FOR LEAVING:
I enjoyed my position at Kroger. However, they were doing a lot of organizational shifting at the time. I felt that it was best to part ways.

DATES: from October/2016 to April/2019	**EMPLOYER:** State of Indiana - Family & Social Services Administration	**POSITION TITLE:** Senior Field Auditor

ADDRESS: (Street, City, State, Zip Code):
402 W. Washington St.
Indianapolis, IN 46204

PHONE NUMBER:	**SUPERVISOR:**	**MAY WE CONTACT THIS EMPLOYER?**
317-332-3114	Laura Cowan - Director of Audit Services	■ Yes ☐ No

HOURS PER WEEK:	**SALARY:**	**# OF EMPLOYEES SUPERVISED:**
37.5	$3,916.00	2

DUTIES:
- Comprehensive Audits: Conducted thorough internal audits for government agencies, assessing risks, evaluating internal controls, and ensuring compliance with regulations and policies.
- Audit Leadership: Led audit engagements on program effectiveness, eligibility determinations, and financial operations.
- Planning and Implementation: Developed and executed audit plans and testing procedures to assess agency program efficiency, resource utilization, and goal alignment.
- Reporting and Recommendations: Prepared detailed audit reports with actionable recommendations to improve operational effectiveness and compliance.

REASON FOR LEAVING:
I left the State to gain more management/HR experience.

DATES:	**EMPLOYER:**	**POSITION TITLE:**
from February/2015 to October/2016	Genpact (Kraft-Heinz Company)	Compliance Analyst

ADDRESS: (Street, City, State, Zip Code):
335 New Commerce Blvd.
Wilkes-Barre, PA 18706

PHONE NUMBER:	**SUPERVISOR:**	**MAY WE CONTACT THIS EMPLOYER?**
(570) 825-6191	Maggie Watson - Human Resources	■ Yes ☐ No

HOURS PER WEEK:	**SALARY:**
40	$4,333.00

DUTIES:
- Compliance Oversight: Managed all compliance and SOX reporting processes, controls, and systems for Kraft-Heinz Company's Food Service Division.
- Control Assessment: Conducted thorough research to identify and enhance control gaps in processes, procedures, and systems.
- Process Improvement: Created advanced spreadsheets, reducing monthly management account production time from five days to two.
- Regulatory Adherence: Ensured strict adherence to regulatory requirements, minimizing risks and maintaining high standards of compliance within the organization.

REASON FOR LEAVING:
Relocation

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

OFFICE SKILLS:
Nothing Entered For This Section

OTHER SKILLS:
Nothing Entered For This Section

LANGUAGE(S):
Nothing Entered For This Section

SUPPLEMENTAL INFORMATION
Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:	**NAME:**	**POSITION:**
Professional	Vera Braeckman-Kennedy	Purchasing Operations Manager

ADDRESS: (Street, City, State, Zip Code)

Golden, CO

EMAIL ADDRESS: vbraeckm@co.jefferson.co.us		**PHONE NUMBER:** 303-514-7187
REFERENCE TYPE: Professional	**NAME:** Laura Cowan	**POSITION:** Director of Audit Services
ADDRESS: (Street, City, State, Zip Code) Indianapolis, IN		
EMAIL ADDRESS: laura.cowan@fssa.in.gov		**PHONE NUMBER:** 615-208-0751
REFERENCE TYPE: Professional	**NAME:** John Olenberger	**POSITION:** Owner/CPA
ADDRESS: (Street, City, State, Zip Code) Denver, CO		
EMAIL ADDRESS: jolenberger@cicn.biz		**PHONE NUMBER:** 720-339-8597

Agency - Wide Questions

1. **ELIGIBILITY**

   Are you legally eligible for employment in the United States? Documentation of employment eligibility status will be required upon employment.
   Yes

2. **Are you at least eighteen (18) years of age?**
   Yes

3. **CITY OF LANSING EMPLOYMENT STATUS**

   Are you now, or have you ever been employed by the City of Lansing?
   No

4. **If Yes, enter the following:**
   - **Start Date**
   - **End Date**
   - **Job Title**
   - **Department**

5. **Please check the appropriate box for your current employment status with the City of Lansing.**
   I am no longer employed with the City of Lansing.

6. **NEPOTISM DISCLOSURE**

   Are you related to a current City employee/official?
   No

7. **PREVIOUS APPLICATIONS**

   Have you ever applied to the City of Lansing before?
   No

8. **If Yes, when?**

9. **GENERAL INFORMATION**

   Wage/Salary Desired
   120000

10. **Availability to work (select all that apply)**
    Monday
    Tuesday
    Wednesday
    Thursday
    Friday
    Saturday
    Sunday

11. **Hours Available**
    Open

12. **How did you hear of this vacancy?**
    Other *

13. *** Please Specify**
    GovernmentJobs.com

Job Specific Supplemental Questions

1. **What is your highest level of education?**
   Master's Degree

2. **Identify your major or area of concentration**
   MBA (Management)

3. **What is your skill level using MS Word?**
   Advanced

4. **What is your skill level using MS Excel?**
   Advanced

5. **Do you have certification in any of the following? Check all that apply**
   Able to obtain within one year of employment

6. **Identify the area(s) that you have professional work experience:**
   Auditing

7. **Identify your number of years work experience in this area**
   More than five years

8. **Do you have experience with participating in public televised meetings?**
   Yes

By clicking Accept & Submit, I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the City's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the City of Lansing to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the City to request the release of any information required. If I am hired, I agree to conform to the Personnel Rules of the City of Lansing, and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Lansing or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the City of Lansing other than the Director of Human Resources or Mayor has any authority to enter into any agreement for employment.

[redacted]

This assessment has 3 parts, each on its own tab below

1. Save this Excel Spreadsheet on the "DESKTOP" using your first initial and last name as the name of the new file. Be sure to save the file before turning it in to the proctor. Failure to name the file and save it as instructed will result in your test not being scored and you will not be permitted to continue in the selection process.

You have thirty minutes to complete this test.

The test is worth 100 points and candidates must earn a minimum of 75 points to proceed to the next step in the Internal Auditor selection process.

94 out of 100

Answer each of the questions below by turning the cell with the correct answer yellow.
Each correct answer earns one point

1. **An audit trail is needed in order to:**
   a. Schedule and budget for audit assignments.
   b. Show how and when items were reviewed. Correct
   c. Provide management with justification for an audit.
   d. Provide the audit manager with audit results.

2. **Audits should use flowcharts in their work in order to:**
   a. Analyze the causal factors of process or data dispersion.
   b. Understand the overall process or system being audited. Correct
   c. Distinguish variations in a process over time.
   d. Determine process capability and uniformity.

3. **Which of the following is most important for an auditor to convey in an initial audit interview?**
   a. A give-and-take atmosphere that focuses on compromise.
   b. A formal approach guided by specified roles for each participant.
   c. An interest in cooperation and open dialogue. Correct
   d. A personal approach to information gathering.

4. **Auditor independence includes the freedom from which of the following factors?**
   I. Bias
   II. Conflict of interest
   III. External influences
   IV. Previous exposure to this area

   a. I and II only
   b. II and IV only
   c. I, II and III only Correct
   d. II, III and IV only

5. **Which of the following requests by an auditor is likely to obtain the most objective type of evidence?**
   a. "What kind of information do you receive?"
   b. "Who provides information to you?"
   c. "Describe how you receive information."
   d. "Show me the information you received." Correct

6. **When a proposed corrective action is judged unacceptable, an auditor should take which of the following actions?**
   a. Revise the submitted action plan on the basis of the auditor's knowledge and expertise.
   b. Notify the auditee and request that a new action plan be submitted to the next level of management.
   c. Discuss the action plan's deficiencies with the auditee and request a revised plan. Correct
   d. Suggest that the auditee benchmark the deficient area and then rewrite the action plan.

7. Which two of the following conditions must be met to infer statistical significance about an audit sample?

I. The population must be homogeneous.
II. The sample size must be greater than 10.
III. The sample must be random.
IV. The sample must be taken from multiple locations.

a. I and II
b. I and III Correct
c. II and III
d. III and IV

8. Which of the following is NOT an acceptable method of verifying a corrective action plan?

a. Reviewing relevant records after the correction has been made.
b. Contacting the individuals responsible for implementing the corrective action. Correct
c. Conducting another audit on the process or system.
d. Collecting or observing the new results of the process.

9. In validating appropriate accounts payable procedures, the auditor should look for matching between the following:

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b. Purchase requisition, purchase order or contract, and invoice.
c. Receiving document, bill of lading, and invoice.
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b. The business continuity plan manual is not updated on a regular basis.
c. Testing of the backup of data has not been done regularly. Incorrect

d. Records for maintenance of the access system have not been maintained.

19 out of 20

American Widget Company

Weekly Production Record

Widgets Produced Per Day

Employee	Mon	Tue	Wed	Thu	Fri
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Lucille	10	12	11	12	11
William	20	21	20	20	22
James	15	16	17	16	15
Judith	17	17	20	21	0

Based on the above table, answer the questions below placing an Excel formula in the corresponding answer box. Each correct answer is worth 10 points.

1. How many total widgets were produced in this week? | 408 | Correct

2. What was Judith's average production per day? | 15 | Correct

3. What was the mean daily number of widgets produced in this week? | 82 | (sum of all widgets divided by # of days) Correct

4. Calculate the mode for this table. | 20 | Correct

5. Calculate the median for this table. | 17 | Correct

50 out of 50

For 30 points, on a separate tab, create a table and line graph showing each employee's average number of widgets produced for the week. Label the tab "Widgets" and color the tab green.

American Widget Company
Weekly Production Record
Widgets Produced Per Day

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Lucille	10	12	11	12	11
William	20	21	20	20	22
James	15	16	17	16	15
Judith	17	17	20	21	0

Employee	Sum of Mon	Sum of Tue	Sum of Wed	Sum of Thu	Sum of Fri	Average
Charles	23	14	20	19	19	**19**
James	15	16	17	16	15	**15.8**
Judith	17	17	20	21	0	**15**
Lucille	10	12	11	12	11	**11.2**
William	20	21	20	20	22	**20.6**
Grand Total	**85**	**80**	**88**	**88**	**67**	

Employee	Average
Charles	**19**
James	**15.8**
Judith	**15**
Lucille	**11.2**
William	**20.6**

Table	10
Chart	10
Tab	5
Extra	0
Total	**25 out of 30**

EMPLOYMENT APPLICATION

	City of Lansing **124 W Michigan Avenue** **Lansing, Michigan - 48933** http://www.lansingmi.gov (http://www.lansingmi.gov) **Municipal Internal Auditor**	**Received:** 5/23/24, 6:03 PM **For Official Use Only:** QUAL:________ DNQ:________ ☐ Experience ☐ Training ☐ Other:________

PERSONAL INFORMATION

POSITION TITLE: Municipal Internal Auditor	**Job Number:** 00325
NAME: (Last, First, Middle)	**PERSON ID:** 7231951
ADDRESS: (Street, City, State, Zip Code)	
EMAIL ADDRESS:	

PREFERENCES

SHIFTS YOU WILL ACCEPT:
Day , Evening , Night , Rotating , Weekends , On Call (as needed)

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular , Temporary

TYPES OF WORK YOU WILL ACCEPT:
Full Time, Part Time

OBJECTIVE:
Certified public accountant seeking senior level accounting position.

EDUCATION

SCHOOL NAME: Lansing Community College		
LOCATION:(City , State) Lansing, MI	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Associate's
MAJOR/MINOR: Accounting, Associate in Business		**UNITS COMPLETED:** 32
SCHOOL NAME: Central Michigan University		
LOCATION:(City , State) Mt. Pleasant, MI	**DID YOU GRADUATE?** ■ Yes ☐ No	**DEGREE RECEIVED:** Bachelor's
MAJOR/MINOR: Accounting		**UNITS COMPLETED:** 176

WORK EXPERIENCE

DATES: from January/2021 to Present	**EMPLOYER:** UHY, LLP	**POSITION TITLE:** Senior Staff Accountant
ADDRESS: (Street, City, State, Zip Code): 314 W Harris St Cadillac, MI 49601		
PHONE NUMBER: (231) 775-9789	**SUPERVISOR:** Ryan Howell - Managing Director	**MAY WE CONTACT THIS EMPLOYER?** ☐ Yes ■ No
HOURS PER WEEK: 50	**SALARY:** $6,150.00	**# OF EMPLOYEES SUPERVISED:** 1

DUTIES:
Perform audit procedures to support the firm's report on governmental, for profit, and non-profit client financial statements with increasing levels of responsibility and staff oversight. Typically staffed on 20-30 audits per year, mostly concentrated in School Districts as well as Cities, Villages, and Townships.
Preparation of business and personal tax returns including forms 1040, 1065, and 1120/1120S. Typically preparing 100+ returns per tax season and other returns throughout the year.
Experienced with Sage and QuickBooks accounting software as well as UltraTax and CCH Axcess tax software.
Assist in the preparation of estate and gift tax returns.
Other client engagements including agreed upon procedures which generally analyze and provide recommendations for strengthening internal controls over client financial processes.
Assist local governments with various reporting requirements for the State of Michigan including financial reporting and asset management reports.

REASON FOR LEAVING:
Public accounting has been a valuable learning environment, but the extensive hours and the commitment to clients outside of regular work hours can become burdensome over time. I am seeking to transition into a role with a private company where I can engage in interesting and rewarding work.

DATES: from April/2019 to December/2020	**EMPLOYER:** Wexford Community Credit Union	**POSITION TITLE:** Accounting Specialist

ADDRESS: (Street, City, State, Zip Code):
1021 N Mitchell St
Cadillac, MI 49601

PHONE NUMBER: 231-775-2081	**SUPERVISOR:** Levon Garbooshian - CFO	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 40	**SALARY:** $3,750.00	

DUTIES:
Monthly general ledger adjusting entries and reconciliations – including accruals, fair value adjustments for investment portfolio, and provision for uncollectible loans.
Process accounts payable for credit union averaging $60 million in assets.
Led implementation of e-signature capabilities for all new loans as well as converting records to electronic format.
Led project to implement remote deposit capture (remote check images) capability.
Complete vendor management risk assessments.

REASON FOR LEAVING:
Pursuing CPA credential at a public accounting firm

DATES: from October/2017 to April/2020	**EMPLOYER:** H & R Block of Cadillac	**POSITION TITLE:** Tax Preparer

ADDRESS: (Street, City, State, Zip Code):
1337 N Mitchell St
Cadillac, MI 49601

PHONE NUMBER: (231) 876-1700	**SUPERVISOR:** Pam Munson - Supervisor	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 50	**SALARY:** $3,400.00	

DUTIES:
Average of 150 returns per filing season
Majority 1040 preparation (specialized in retiree income/1099-B recipients)
Some 1041 and 1065 preparation

REASON FOR LEAVING:
Focus on full time position at Wexford Community Credit Union

DATES: from October/2016 to December/2017	**EMPLOYER:** Wexford-Missaukee ISD	**POSITION TITLE:** Accounting Assistant

ADDRESS: (Street, City, State, Zip Code):
9907 East 13th St
Cadillac, MI 49601

PHONE NUMBER: (231) 876-2260	**SUPERVISOR:** Katrina Bontekoe - Director of Business Services	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes ☐ No
HOURS PER WEEK: 20	**SALARY:** $2,500.00	

DUTIES:
Accounts payable for Manton Consolidated Schools
Cash receipts for Pine River Area Schools
Check deposits for Roscommon Schools

REASON FOR LEAVING:
Temporary part-time position

CERTIFICATES AND LICENSES

TYPE:
Certified Public Accountant

DATE ISSUED:	EXPIRATION DATE:	NUMBER:	ISSUING AGENCY:
January 2022	July 2024	1101042480	Michigan State Board of Accountancy

SKILLS

OFFICE SKILLS:
Nothing Entered For This Section

OTHER SKILLS:
Nothing Entered For This Section

LANGUAGE(S):
Nothing Entered For This Section

SUPPLEMENTAL INFORMATION
Honors & Awards
Outstanding Core Team Project, Fall 2012
Represented Central Michigan University as a national finalist in Lincoln-Douglas Debates, April 2012

REFERENCES

REFERENCE TYPE:	NAME:	POSITION:
Professional	Cathy Wilhm	Director, Center for Workforce Transition

ADDRESS: (Street, City, State, Zip Code)
2110 S Cedar St

Lansing, MI 48912

EMAIL ADDRESS: notavailable@na.com
PHONE NUMBER: (517) 492-5579

REFERENCE TYPE:	NAME:	POSITION:
Professional	Levon Garbooshian	CFO

ADDRESS: (Street, City, State, Zip Code)
1021 N Mitchell St

Cadillac, MI 49601

EMAIL ADDRESS: lgarbooshian@wexccu.com
PHONE NUMBER: (989) 400-7937

REFERENCE TYPE:	NAME:	POSITION:
Professional	Liz Eastway	Accounting Assistant

ADDRESS: (Street, City, State, Zip Code)
9907 E 13th St

Cadillac, MI 49601

EMAIL ADDRESS: eeastway@wmisd.org
PHONE NUMBER: (231) 876-2260

Agency - Wide Questions

1. **ELIGIBILITY**

   Are you legally eligible for employment in the United States? Documentation of employment eligibility status will be required upon employment.
   Yes

2. **Are you at least eighteen (18) years of age?**
   Yes

3. **CITY OF LANSING EMPLOYMENT STATUS**

   Are you now, or have you ever been employed by the City of Lansing?
   No

4. **If Yes, enter the following:**
   - **Start Date**
   - **End Date**
   - **Job Title**
   - **Department**

5. **Please check the appropriate box for your current employment status with the City of Lansing.**

6. **NEPOTISM DISCLOSURE**

   Are you related to a current City employee/official?
   No

7. **PREVIOUS APPLICATIONS**

   Have you ever applied to the City of Lansing before?
   No

8. **If Yes, when?**

9. **GENERAL INFORMATION**

   Wage/Salary Desired
   100,000

10. **Availability to work (select all that apply)**
    Monday
    Tuesday
    Wednesday
    Thursday
    Friday
    Saturday
    Sunday

11. **Hours Available**
    Any

12. **How did you hear of this vacancy?**
    Internet *

13. *** Please Specify**
    Indeed

Job Specific Supplemental Questions

1. **What is your highest level of education?**
   Bachelor's Degree

2. **Identify your major or area of concentration**
   Accounting

3. **What is your skill level using MS Word?**
   Advanced

4. **What is your skill level using MS Excel?**
   Advanced

5. **Do you have certification in any of the following? Check all that apply**
   Certified Public Accountant

6. **Identify the area(s) that you have professional work experience:**
   Accounting

7. **Identify your number of years work experience in this area**
   More than five years

8. **Do you have experience with participating in public televised meetings?**
   No

By clicking Accept & Submit, I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the City's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the City of Lansing to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the City to request the release of any information required. If I am hired, I agree to conform to the Personnel Rules of the City of Lansing, and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Lansing or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the City of Lansing other than the Director of Human Resources or Mayor has any authority to enter into any agreement for employment.

[redacted]

This assessment has 3 parts, each on its own tab below

1. Save this Excel Spreadsheet on the "DESKTOP" using your first initial and last name as the name of the new file. Be sure to save the file before turning it in to the proctor. Failure to name the file and save it as instructed will result in your test not being scored and you will not be permitted to continue in the selection process.

You have thirty minutes to complete this test.

The test is worth 100 points and candidates must earn a minimum of 75 points to proceed to the next step in the Internal Auditor selection process.

86 out of 100

Answer each of the questions below by turning the cell with the correct answer yellow.
Each correct answer earns one point

1. **An audit trail is needed in order to:**
   a. Schedule and budget for audit assignments.
   b. Show how and when items were reviewed. Correct
   c. Provide management with justification for an audit.
   d. Provide the audit manager with audit results.

2. **Audits should use flowcharts in their work in order to:**
   a. Analyze the causal factors of process or data dispersion.
   b. Understand the overall process or system being audited. Correct
   c. Distinguish variations in a process over time.
   d. Determine process capability and uniformity.

3. **Which of the following is most important for an auditor to convey in an initial audit interview?**
   a. A give-and-take atmosphere that focuses on compromise.
   b. A formal approach guided by specified roles for each participant. Incorrect
   c. An interest in cooperation and open dialogue.
   d. A personal approach to information gathering.

4. **Auditor independence includes the freedom from which of the following factors?**
   I. Bias
   II. Conflict of interest
   III. External influences
   IV. Previous exposure to this area

   a. I and II only
   b. II and IV only
   c. I, II and III only Correct
   d. II, III and IV only

5. **Which of the following requests by an auditor is likely to obtain the most objective type of evidence?**

a. “What kind of information do you receive?”
b. “Who provides information to you?”
c. “Describe how you receive information.”
d. “Show me the information you received.” Correct

6. When a proposed corrective action is judged unacceptable, an auditor should take which of the following actions?

a. Revise the submitted action plan on the basis of the auditor’s knowledge and expertise.
b. Notify the auditee and request that a new action plan be submitted to the next level of management. Incorrect
c. Discuss the action plan’s deficiencies with the auditee and request a revised plan.
d. Suggest that the auditee benchmark the deficient area and then rewrite the action plan.

7. Which two of the following conditions must be met to infer statistical significance about an audit sample?

I. The population must be homogeneous.
II. The sample size must be greater than 10.
III. The sample must be random.
IV. The sample must be taken from multiple locations.

a. I and II
b. I and III — Correct
c. II and III
d. III and IV

8. Which of the following is NOT an acceptable method of verifying a corrective action plan?

a. Reviewing relevant records after the correction has been made.
b. Contacting the individuals responsible for implementing the corrective action. — Correct
c. Conducting another audit on the process or system.
d. Collecting or observing the new results of the process.

9. In validating appropriate accounts payable procedures, the auditor should look for matching between the following:

a. Receiving document, purchase order or contract, and invoice. — Correct
b. Purchase requisition, purchase order or contract, and invoice.
c. Receiving document, bill of lading, and invoice.
d. Purchase requisition, bill of lading, and purchase order or contract.

10. Which of the following types of audit risk assumes an absence of compensating controls in the area of review?

a. Control risk — Incorrect
b. Detection risk
c. Inherent risk
d. Sampling risk

11. The PRIMARY use of generalized audit software is to:

a. Test controls that are imbedded in software programs. — Incorrect

b. Test unauthorized access to data.
c. Extract data of relevance to the audit.
d. Reduce the need for transaction vouching.

12. Which of the following is the most effective to implement a control self-assessment (CSA) within a business unit?

a. Informal peer reviews
b. Facilitated workshops
c. Process flow narratives Incorrect
d. Data flow diagrams

13. The first step in planning an audit is to:

a. Define the audit deliverables. Incorrect

b. Finalize the audit scope and objectives.

c. Gain an understanding of business objectives.

d. Develop the audit approach and strategy.

14. Which of the following tasks may be performed by the same employee in a well-controlled computer processing center?

a. Security administration and change management Incorrect

b. Computer operations and system development

c. System development and change management

d. System development and system maintenance

15. When a complete segregation of duties cannot be achieved in an online system environment, which of the following functions should be separated from the others?

a. Transaction origination

b. Authorization Correct

c. Recording

d. Correction

16. A hash total of employee numbers is part of the input to a payroll master file update program. The program compares the hash total with the corresponding control total. What is the purpose of this procedure?

a. Verify that employee numbers are valid. Incorrect

b. Verify that only authorized employees are paid.

c. Detect errors in payroll calculations.

d. Detect the erroneous update of payroll records.

17. Which of the following BEST provides access control to payroll data being processed on a local server?

a. Logging access to personal information.

b. Using separate passwords for sensitive transactions.

c. Using software that restricts access rules to authorized staff. Correct

d. Restricting system access to business hours.

18. An auditor reviewing a log of failed logon attempts would be MOST concerned if which of the following accounts was targeted?

a. Network administrator — Incorrect
b. System administrator
c. Data administrator
d. Database administrator

19. Which of the following is necessary to have FIRST in developing a business continuity plan?

a. Risk-based classification of systems — Correct
b. Inventory of all assets
c. Complete documentation of all disasters
d. Availability of hardware and software

20. In an audit of a business continuity plan, which of the following findings is of greatest concern?

a. There is no insurance for the addition of assets during the year.
b. The business continuity plan manual is not updated on a regular basis.
c. Testing of the backup of data has not been done regularly. — Incorrect
d. Records for maintenance of the access system have not been maintained.

11 out of 20

American Widget Company
Weekly Production Record
Widgets Produced Per Day

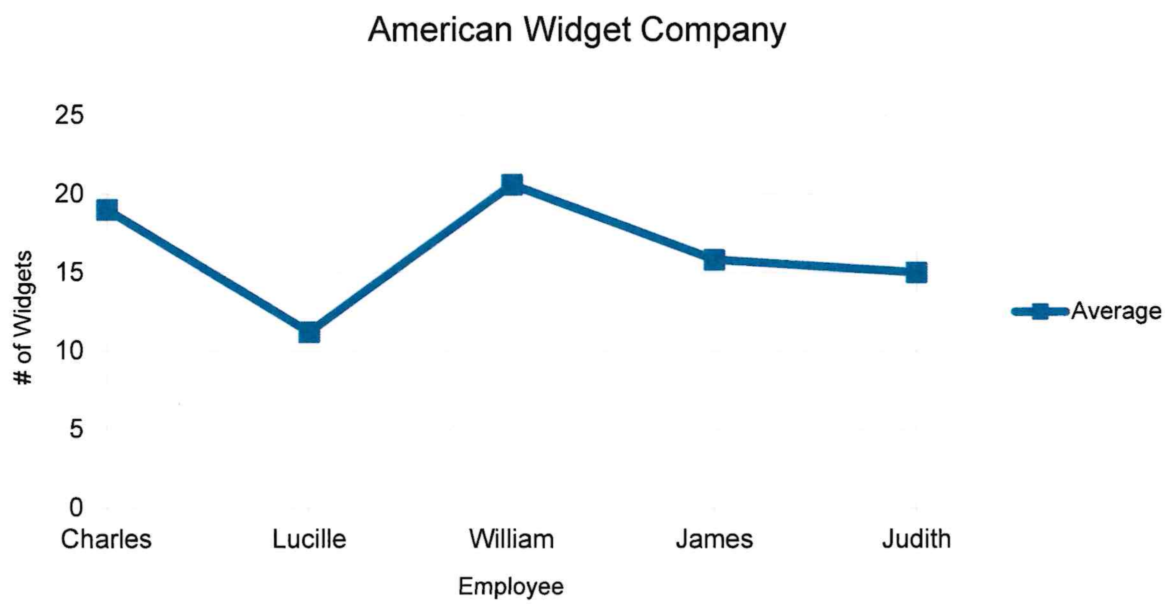
Employee	Mon	Tue	Wed	Thu	Fri
Charles	23	14	20	19	19
Lucille	10	12	11	12	11
William	20	21	20	20	22
James	15	16	17	16	15
Judith	17	17	20	21	0
	85	80	88	88	67

Based on the above table, answer the questions below placing an Excel formula in the corresponding answer box. Each correct answer is worth 10 points.

Question	Answer	Result
1. How many total widgets were produced in this week?	408	Correct
2. What was Judith's average production per day?	15	Correct
3. What was the mean daily number of widgets produced in this week?	82	Correct
4. Calculate the mode for this table.	20	Correct
5. Calculate the median for this table.	19	Incorrect

40 out of 50

For 30 points, on a separate tab, create a table and line graph showing each employee's average number of widgets produced for the week. Label the tab "Widgets" and color the tab green



Employee	Average	Mon	Tue	Wed	Thu	Fri
Charles	19	23	14	20	19	19
Lucille	11.2	10	12	11	12	11
William	20.6	20	21	20	20	22
James	15.8	15	16	17	16	15
Judith	15	17	17	20	21	0

Table	10
Chart	15
Tab	5
Extra/Title	5
Total	**35 out of 30**

Widgets

Agenda Item 5.C.
Discussion Legal Analyst
Position Examples

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

DEPARTMENTAL ANALYST

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of various departmental programs or services.

There are five classifications in this job.

Position Code Title - Departmental Analyst Trainee-E

Departmental Analyst (Departmental Trainee) 9

This is the entry level and serves as a parallel classification to the Departmental Analyst 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Departmental Analyst 9; i.e., the employee carries out a range of professional research and analysis assignments while learning the methods of the work.

Position Code Title - Departmental Analyst-E

Departmental Analyst 9

This is the entry level. The employee carries out a range of professional research and analysis assignments while learning the methods of the work.

Departmental Analyst 10

This is the intermediate level. The employee performs an increasing range of professional research and analysis assignments in a developing capacity while continuing to learn the methods of the work.

Departmental Analyst P11

This is the experienced level. The employee performs a full range of professional research and analysis assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Departmental Analyst-A

Departmental Analyst 12

This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Researches, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.

Establishes, administers and evaluates programs, recommends program policies and procedures, and designs forms.

Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs and services; consolidates data and prepares reports.

Conducts research and analysis, prepares reports, and conducts correspondence related to the work activities of the departmental program area.

Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.

Develops and recommends alternative state and departmental strategies to address and resolve a variety of issues and problems.

Interprets existing and proposed laws, policies, and procedures as they relate to a program or service area.

Provides consultation to and coordinates departmental programs with state and federal agencies, boards and commissions, private or public organizations, and communities in an assigned area.

Evaluates organizational and/or operational needs and recommends solutions.

Evaluates documents and applications for possible inclusion in programs; determines eligibility or compatibility with the objectives and priorities of the state program or service area.

Proposes, develops, and prepares policy materials, operations manuals, and supporting instructions in a program area.

Designs and implements methods for program review, evaluation, and cost analysis.

Designs, implements, and documents personal computer based data collection, processing, and reporting systems.

Uses and maintains computer data bases to record and analyze data on program and service activities.

Evaluates contracts for compliance with department policies and procedures related to local grant program plans and budgets; recommends needed revisions.

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state program area.

Serves as an organizational liaison for centralized, administrative services in such areas as budgeting, information technology and/or human resources.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

Develops program plans for the assigned area, including study and analysis of program data, formulation of policy, and preparing program budget recommendations.

Performs related work as assigned.

Additional Job Duties

Departmental Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Departmental Analyst 12 (Senior Worker)

Performs, on a regular basis, professional research and analysis assignments which have been recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of research and analysis.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the economic, social, political, and business conditions of the state.

Knowledge of the legislative process and governmental organization and structure.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to prepare requests for proposals and program agreements.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

Ability to design forms.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Departmental Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

Departmental Analyst (Departmental Trainee) 9

Education-

Educational level typically acquired through completion of high school.

Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution-

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
DEPTLALT	DEPARTMENTAL ANALYST

Position Title	Position Code	Pay Schedule
Departmental Analyst Trainee-E	DEPTTRE	NERE-002P
Departmental Analyst-E	DEPTALTE	NERE-174
Departmental Analyst-A	DEPTALTA	NERE-180

JZ

09/03/2023

Juvenile Justice Business Analyst I-III- job post

Michigan Supreme Court
Lansing, MI 48915•Hybrid remote
$70,532 - $104,713 a year - Full-time
Michigan Supreme Court

Lansing, MI 48915•Hybrid remote

$70,532 - $104,713 a year
Apply now

Job details

Here's how the job details align with your profile.

Pay

$70,532 - $104,713 a year

Job type

Full-time

Shift and schedule

Monday to Friday

Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Show fewer

Juvenile Justice Business Analyst I-III Statistical Research,

State Court Administrative Office

Salary: $70,532 - $104,713

The State Court Administrative Office, Statistical Research Division, is looking for qualified applicants for the position of Juvenile Justice Business Analyst. Reporting to the Statistical Research Director, the Business Analyst will conduct complex quantitative analyses and prepare research products pertaining to juvenile justice; develop and execute strategies for data quality processes and control; design visualizations; and present results. This position requires a strong foundation in statistical analysis, data management, and research methodologies, along with a deep understanding of juvenile justice policies and procedures. Salary and level will commensurate with experience and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform in-depth quantitative analysis leading to actionable recommendations to the leadership team;
- Provide subject matter expertise in juvenile justice data analysis.
- Perform various ad-hoc reporting, research and analysis duties to support day-to-day operational and strategic management decisions;
- Responsible for the support, and implementation of applications and integration components to address business requirements. Provide support for application configuration, enhancements, problem and incident management, and change control processes. Bridge business needs with technical solutions to solve business challenges;
- Facilitate communication and coordination between ~~juvenile~~ justice agencies, ensuring technology solutions align with their specific needs.
- Identify options for potential solutions for both technical and business suitability by performing analysis on existing systems;
- Provide subject matter expertise from a line or business perspective;
- Coordinate communications for service and manages change adoption needs. Coordinates the development, review, and update of procedures and training materials;
- Maintain a variety of quality assurance and quality control activities;
- Consult with management and staff to identify, define and document business needs, current operational procedures, problems and input and output requirements. Create business requirement documents, process flows, use cases, and screen mock-ups as needed and obtain stakeholder approval;
- Develop and execute strategies for data quality processes and control within the juvenile justice system.

- Act as a liaison between end-users and information technology staff in the analysis, design, configuration, testing and maintenance of systems to ensure optimal operational performance;

- Conduct business process analyses and business needs/requirements elicitation in an effort to align information technology with business initiatives. Performing business process re-engineering (BPR) as appropriate.

- Collaborate with juvenile justice stakeholders to understand and address specific business challenges within the context of juvenile justice.

- Analyze and assess the unique requirements of juvenile justice processes, providing recommendations for tailored technology solutions.

EDUCATION

- BA-1 – Associate's in business, management, information technology, data science, statistics, economics, information management or a related field or college coursework plus at least three years of experience in business process analysis, application testing, application implementations and training change management, large group facilitation, and/or major analytical or research studies.

- BA-2 - Bachelor's degree in business, management, information technology, data science, statistics, economics, information management or a related field or college coursework plus at least five years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or analytical or research studies.

- BA-3 - Master's degree in business, management, information technology, data science, statistics, economics, information management or a related field or college coursework and at least eight years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies.

EXPERIENCE:

- Juvenile justice or court experience.

- BA-1 – Up to one year experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies and business related experience.

- BA-2 – Three years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies and business related experience.

- BA-3 – Five years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies and business related experience.

KNOWLEDGE:

- Proficient with Microsoft Office Tools;
- Proficient with SPSS, Power BI, Dax, Tableau and/or other business intelligence software;
- Understanding of data, data mining, data cleaning processes, and databases;
- High-level technical understanding of application architectures and database architecture;
- Techniques to visualize a systems architecture using tools such as User Modeling Language;
- Procedures and methods for testing business functions within computer systems;
- Principles and practices of producing effective project documentation.
- Understanding of trial court functions preferred.
- Understanding of the juvenile justice system required.

ABILITY:

- Strong math and analytical skills;
- Communicate effectively and efficiently, both verbally and in writing;
- Facilitate working meetings, elicit and solicit information, and absorb the information being communicated; facilitate a shared understanding of the problem, possible solutions, and scope of the project in its entirety; facilitate solutions to technical challenges among multiple teams when they involve negotiation between multiple business and technical stakeholders;
- Evaluate multiple options before facilitating the solution to a problem;

- Apply critical thinking skills to determine the appropriateness of requests, with periodic reviews of business procedures to clarify or change a business process. Use the knowledge gained in the daily operational procedures as input to business process and procedure documentation;

- Prioritize across multiple tasks in a fast paced environment;

- Work independently and manage time effectively to meet deadlines.

WORK LOCATION: Official work-site location is the Hall of Justice in Lansing, Michigan. Remote work may be available in accordance with the MSC/SCAO Remote Work Policy. Occasional travel throughout Michigan is required.