AUBURN
Human Resources

IT Auditor & Forensic Spec

Job Description

JOB INFORMATION

Job Code	KC14
Job Description Title	IT Auditor & Forensic Spec
Pay Grade	LC11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/11/2021

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Internal Audit

JOB SUMMARY

Reporting to the Director, Internal Auditing, this position serves as an IT Auditor reviewing University processes and systems for internal control weaknesses, security measures, compliance with laws, regulations, policies, and procedures, and overall best practices, focusing on the confidentiality, integrity, and availability of information. In addition, this position serves as a primary digital forensic examiner for the Office of Audit, Compliance & Privacy and is actively involved in gathering and analyzing digital data. This position provides support to legal counsel, compliance offices and/or external partners to the University.

RESPONSIBILITIES

- Prepares risk analyses and vulnerability assessments to identify weaknesses, compliance issues, operational deficiencies, or other specific concerns that could have an adverse impact on the university and assesses the probability of an occurrence. Analyzes information system scans and settings, reports, system configurations, and other data and compares that information to industry standards and established benchmarks to identify exceptions and weaknesses in internal controls.
- Conducts forensic examinations and performs logical and physical acquisitions, e-discovery searches and large data set analyses utilizing digital forensic best practices with the purpose of identifying, preserving, recovering, analyzing and presenting facts and opinions about the digital information. Documents examinations in accordance with policy, paying attention to detail and completeness.
- Prepares audit reports and other correspondence to communicate the results of the reviews to management and the Audit Committee of the Board of Trustees. Discusses the findings and any applicable recommendations with management to obtain an acceptable response.
- Maintains appropriate professional development to include conducting research on new and emerging threats and methodologies of computer forensics including hardware, software, and anti-forensics.
- Serves as the primary contact for IT Support for the Office of Audit, Compliance & Privacy.
- Serves on committees in an advisory role, including but not limited to, reviewing or drafting of university policy to improve the university's computer security environment and ensure compliance with external regulations. Also, consults with university departments on best practices and serves as a resource on policies, procedures, and internal controls.
- Partners with general counsel, human resources, senior management, distributed IT units, and others to provide digital forensic support to include, but not limited to data gathering and analysis on digital forensic evidence.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Information Systems, Accounting, Business Management, or related field	and	5 years of	Experience working in computer forensics, cybercrime investigation, and other related fields. Experience with internal IT audit processes and procedures	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of IT best practices and internal controls.	And
Knowledge of internal audit standards and techniques.	And
Knowledge of privacy laws and state and federal regulations.	And
Knowledge of methodologies and best practices of digital forensic examination.	
Knowledge of emerging IT, cybersecurity, and forensic trends.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Information Systems Auditor (CISA)		Upon Hire	Required	And
	Forensic examination related certification	Upon Hire	Required	And
	Such as EnCE	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

No special vision requirements.