



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/14/2026

Agency: Oregon Parks and Recreation Department

Facility:

☐ New ☒ Revised

This position is:

- ☐ Classified
☐ Unclassified
☐ Exempt Service
☐ Mgmt. Svc – Supervisory
☒ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Internal Auditor 3 b. Classification No: X5618
c. Working Title: Principal Internal Auditor d. PPDB No/WD ID: 4701124
OPRD Director's Office &
e. Section Title: ODOT Audit Services f. Agency No: 63400
g. Employee Name: _____ h. Budget Auth No: 473170
i. Supervisor Name: Marlene Hartinger j. Repr. Code: MMN
k. Work Location (City – County): Salem, Marion - HQ

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive/Supervisory ☐ Administrative ☒ Professional ☐ Computer
n. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to *“Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations”* by operating a system of State Parks, managing special programs including recreation trails, historic preservation, and ocean shores; and by providing assistance to local governments for recreation and heritage preservation. OPRD serves more than 53 million visitors per year in over 250 park areas statewide. OPRD does this through its vision of *“Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”*.

OPRD upholds its mission and vision through the following operating principles: *Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being*. The agency's current approved budget information can be found at www.oregon.gov/oprd under *About Us*.

OPRD is proud to care for Oregon's extraordinary landscapes and rich cultural history. The department serves its visitors and all Oregonians through its properties and programs, and recognizes that the state's resilience and beauty are strengthened by its diverse population. Oregon State Parks are public spaces where all are welcome. We value and serve everyone, and we are committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination or intimidation in any form.

The Oregon Department of Transportation (ODOT) exercises leadership and vision in promoting, developing, and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State's citizens and visitors, provides efficient movement of commerce, goods, and services, ensures the safety of transportation systems users, and enhances Oregon's competitive position in national and international markets. ODOT is geographically spread organization of approximately 4900 FTE with a \$6.1 billion biennial budget.

The Principal Internal Auditor will operate as part of the ODOT Audit Services team to provide internal audit services to OPRD and ODOT. The position reports to the ODOT Chief Auditor and conducts audit work that provides independent and objective information to help accomplish the goals and objectives of both agencies, mitigate risk and improve operations, risk management, controls and governance processes.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The primary purpose of the Principal Internal Auditor is to provide independent professional internal audit services and management consultation to agency executives, and to serve in a leadership role in management of the internal audit program. The Principal Auditor leads and executes the most comprehensive internal audits that analyze a wide variety of program and policy functions, agency business systems, and mission-critical operations. In addition to managing individual assignments, the Principal Auditor leads teams of internal auditors and completes audits requiring specialized skills. This position operates within a framework of professional standards that apply to performance auditing. The audits provide information to management to improve the economy, efficiency, and effectiveness of department programs, operations, and activities and to reduce risk.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/N	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
50%	N	E	GENERAL AUDIT PLANNING AND EXECUTION - Conduct performance audits in accordance with Generally Accepted Government Auditing Standards. - Evaluate the effectiveness of programs, procedures, and internal controls. - Plan and manage audits to achieve audit objectives within assigned resources. - Obtain an understanding of potential audit issues by reviewing

			documentation and interviewing people. • Research legal and administrative requirements, professional standards, and best practices to develop audit criteria. • Based on preliminary survey work, determine audit scope and objectives and resources needed. • Conduct interviews of management and staff to gain an understanding of complex issues and accurately summarize the results in writing. • Design fieldwork procedures, including quantitative and qualitative analytic techniques, to achieve audit objectives. • Exercise authority established in OPRD and ODOT policy for unrestricted access to all agency records and personnel and apply discretion in exercising that authority. • Develop findings that are fully supported and documented by working papers. • Develop the elements of each finding to the extent needed to address audit objectives. • Identify ways to improve agency performance and effectively recommend discretionary changes to management implementing new policies and procedures, developing or ceasing programs and services, or committing agency resources for a specific purpose. • Assist external auditors. • Oversee the follow-up of findings and monitor progress to implement audit recommendations.
25%	R	E	AUDIT REPORTING/COMMUNICATION • Develop written reports, including graphics and other exhibits that clearly and concisely present complex audit analysis and results. • Discuss deficiencies, recommend corrective action and suggest improvements in controls and operations that will formulate management decisions for the program. Overall effect of decisions is the basis for management action to improve the organization and reduce risk. • Make persuasive oral and written presentations to management during and at the conclusion of an audit. • Present audit findings and recommendations to executive management, Commission, and to other management and staff as necessary to communicate audit findings and influence corrective actions planned by management to improve deficient conditions. • Exercise discretion in reporting sensitive matters to appropriate personnel. AGENCY ADVISORY • Advise department management on a variety of management, operational, and programmatic issues as requested and recommend solutions that influence management action. Examples of agency consulting activities conducted by the position include: ➤ Reviewing draft policy and procedures, and recommending

			revisions for management to adopt ➤ Advising management on needed changes to the delivery of agency programs and services
20%	R	E	LEADERSHIP AND ADMINISTRATIVE ACTIVITIES • Lead an audit team on large and/or complex audits and serve in a leadership role in the management of the agency's internal audit program. • Guide comprehensive assessment of agency risk to address mission critical, strategic areas of the organization. • Advise on audit priorities, scheduling staff and setting audit scopes. • Coordinate, assign and review the work of auditors or other staff involved in the audit. • Compile, review and approve audit work papers for presentation. • Review the work of auditors for conformance with audit standards, plans, budgets, and schedules. • Coordinate the audit program with other sections with other sections of the agency. • Coordinate with external auditors, such as the Secretary of State Audits Division, to minimize duplication of work. • Responsible to assist with the professional development of other auditors on staff and give input to performance appraisals. • Develop and provide formal and on-the-job training for audit staff. • Provide direction to auditors in developing and writing audit reports. • Develop office policy, procedure manuals and other training guides for auditors. • Provide input into department policy. • Survey department management and staff during risk assessment. • Use judgment and professional experience to evaluate results of risk assessments and identify and prioritize auditable risks to develop the annual audit plan. • Involve agency executives in providing input and reviewing the annual audit plan, reporting on audit findings, and following up on findings. • Participate in reviews to assure quality and professionalism of audit work, and compliance with professional standards. • Fill in for Chief Auditor as needed at meetings and in the office. • Represent the internal audit program and Audit Services on agency and statewide matters, which includes decision making authority to commit the office to a course of action. • Assist the Chief in developing strategic direction for the office. • Develop and implement changes in office policy.
5%	R	E	OTHER DUTIES • Performs special projects and management reviews as

			assigned. • Researches and prepares background papers for management on program proposals, program effectiveness, performance measures, internal control weaknesses or any special projects as assigned. • Other duties as assigned.
			Responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position may work a flexible schedule. Work is primarily performed in an office setting. Sits or stands for long periods of time. Operates office equipment and computers requiring regular use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours and at locations away from duty station. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other locations for training and meetings. Additionally travel outside the state may be necessary. Overnight travel may be required for Commission meetings.

The position may occasionally be exposed to noise or weather when conducting fieldwork offsite, as well as the possibility of exposure to hostile and offensive language and actions from the public. The employee must skillfully navigate through challenging conversations, demonstrating tact and assertiveness. It is a role that must be able to complete tasks independently, make crucial decisions, and negotiate and communicate at all levels. Required to work within tight time frames and demanding deadlines. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs essential duties of position with or without reasonable accommodation and complies with the OPRD and ODOT workplace expectations. The employee in this position is encouraged to obtain and/or maintain a professional certification such as a Certified Internal Auditor (CIA) or Certified Information Systems Auditor or other applicable certification/degree.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Generally Accepted Government Auditing Standards and related audit policies, procedures and manuals; Oregon Revised Statutes and Oregon Chapter Laws; Oregon Administrative Rules; Oregon Parks and Recreation Department and Oregon Department of Transportation policies and procedures; Commission policies, guidelines and delegation orders; Department of Administrative Services Statewide Rules, Policies and Directives; Federal laws and guidelines; State Contracting laws, policies and procedures; Oregon Accounting Manual; State Budget Rules; Attorney General's public records, meetings and administrative procedures guidance; Secretary of State's Administrative Rules process and procedures; Secretary of State's Archiving

Rules; Where applicable, other agency administrative rules, policies and regulations; state ethics laws; federal and industry specific standards.

b. How are these guidelines used?

These guidelines and standards are used daily to conduct the audit work of OPRD and ODOT, and to review, analyze, develop and execute policy and procedure recommendations for each agency’s Executive leadership, Audit Committees and Commissions. These standards also govern the behavior of the incumbent, including independence, professional care, disclosing conflicts of interest, and maintaining impartially, independence, objectivity, and technical knowledge and competence. The incumbent must be able to interpret and apply the standards to specific circumstances in a defensible manner.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.

Agency Audit Committees	In person, virtually, by mail, e-mail or telephone	Give and receive information, discuss, develop and execute work plans and reports, review findings and recommendations	As Needed
OPRD and ODOT Staff and Managers	In person, virtually, by mail, e-mail or telephone	Consult and interpret, advise and provide information, regarding policies and practices, impacts of decision and Agency activity.	Daily
OPRD Commission Oregon Transportation Commission	In person, virtually, by mail, e-mail or telephone	Give presentations, prepare agenda briefs, consult, advise and provide information regarding agency policy and practices, impacts of decisions and Agency policy, rule and statue activity.	As Needed
DOJ Staff and Counsel	In person, virtually, by mail, e-mail or telephone	Discuss policy interpretation for advice, consultation and direction.	As Needed
Secretary of State	In person, virtually, by mail, e-mail or telephone	Notify and obtain rule coordination direction	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position possesses the authority through performance audit reports to take or effectively recommend discretionary actions that control or implement employer policy, with significant personal discretion in the performance of these management responsibilities beyond the routine discharge of duties. The incumbent may recommend policy and procedure changes, and changes to management actions that affect funding, planning, or implementation of OPRD and ODOT policies and programs and makes decisions concerning service delivery of the internal audit program.

The position's decisions on audit scope, evidence and resulting conclusions affect agency's decision making on programs and services. OPRD and ODOT executive management, Commissions, DAS, Secretary of State Audits Division, federal oversight entities, and others rely and make decisions based on the information gathered, analyzed and presented by this position. The Principal Auditor position also has decision making authority to commit the office to a course of action, both within OPRD and ODOT and with external entities. The position effectively recommends changes that alter the course of the agencies.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

ODOT Internal Auditor Chief 3	0184001	In person, virtually, written, phone	As needed	The position works independently. Reviews are periodic to provide feedback on performance; to plan, consult or advise on critical decisions; and to provide updates on progress.
		In person, virtually, written, phone	Quarterly Review	Coach, provide guidance, feedback, and set expectations. Conduct quarterly reviews and discuss professional development.
OPRD Director (Agency Head 4)	4701001	Orally and in writing	As needed	Review results of audit work for context, quantity, quality. Receive updates on quarterly reviews and performance, and provide feedback as needed.

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position?

0

How many employees are supervised through a subordinate supervisor?

NONE

b. Which of the following activities does this position do?

☐ Plan work

☐ Assigns work

☐ Approves work

☐ Responds to grievances

☐ Disciplines and rewards

☐ Coordinates schedules

☐ Hires and discharges

☐ Recommends hiring

☐ Gives input for performance evaluations

☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Continuing education is critical and ongoing in order to meet professional standards and to keep current with changes in such areas as performance and information technology auditing, accounting, statistics, public administration, report writing, regulations, and auditing theory and practice. Incumbent is expected to meet continuing education hours required by Government Auditing Standards and is responsible for tracking and reporting this information. Professional certifications such as a Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), is desirable.

- Background check and driving record must meet OPRD standards at the time of hire and throughout employment.
- Must possess a valid driver's license.
- Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
None	None	None

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date