

City of Dallas
Classification Specification

Title:	Internal Control Specialist	Class Code:	46536
Application:	Single Classification	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Conducts inventory audits and/or performance audits of individual employees and organizational units to ensure efficiency, effectiveness, regulatory compliance and conformance with policies and procedures.

Essential Functions

1. Conducts reviews to identify inadequate policies, operational control systems, records, personnel, vehicles and equipment, facilities, and security to provide solutions and reduce operational risks.
2. Collects data, interviews personnel, examines documents, reviews regulation manuals, conducts observations and examines other reference materials to provide detailed information for analysis.
3. Analyzes and interprets data, makes judgments, applies reason and formulates logical conclusions to make recommendations for problem solutions and develop enhancements to procedures.
4. Communicates with all departmental units, divisions and bureaus, City departments, command level personnel, and other local, state and federal law enforcement agencies to acquire necessary information and data.
5. Prepares documents, working papers, and detailed reports of findings and conclusions to communicate results and recommendations to appropriate management personnel.
6. Conducts inventory audit of **Police** Department fixed assets, tracks and identifies possible reductions in budget expenditures and telecommunications technologies and coordinates the Department's telephones, radios, pagers, mobile phones and other fixed assets to ensure smooth operations and enhance efficiency.
7. Regular, reliable and punctual attendance is an essential function of the job.

Essential Functions Depending on Location

8. Conducts training for asset coordinators in various divisions to familiarize them with right procedures on asset inventorying and record maintenance.
9. Assists in conducting investigations on crimes against people by providing background support to detectives.

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Knowledge, Skills and Abilities Required to Perform Work

Knowledge of operational processes, procedural control systems and procedures of police operations.

Knowledge of the working relationships of **Police** with other City departments and outside agencies.

Ability to communicate effectively both orally including establishing rapport with command level personnel.

Ability to write effectively including organizing lengthy documents and reports.

At least a Texas Class "C" drivers license.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Works in an office.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.