State of Minnesota
Classification Specification

Class Code: 004029 Bargaining Unit(s): 214
Career Family: Accounting/Auditing/Financial Careers

Internal Controls Specialist 2

I. KIND AND LEVEL OF WORK

The Internal Controls Specialist 2 classification includes positions that serve as the highest-level internal controls expert for an agency. Under administrative direction, incumbents direct the internal controls program for the agency, which generally includes internal auditing and grants program management. Positions establish and direct agency-wide internal control plans, grants oversight programs, and internal audit functions to ensure consistent internal practices across diverse and complex program areas, identify program risks, and create and execute mitigation projects. This classification is directly accountable to senior leaders within the agency, legislators, and regulators. Positions at this level lead and oversee agency internal controls, risk assessment and compliance efforts.

II. DISTINGUISHING CHARACTERISTICS

Positions at the Internal Controls Specialist 2 classification are seasoned experts in internal controls, auditing, and compliance and are able to develop and implement agency-wide compliance plans, auditing programs, and grant oversight strategies effectively. At this level, incumbents direct agency-wide internal controls work without input or oversight from higher-level internal controls management. Positions at this level require a greater understanding of how to integrate several program integrity efforts across distinct agency programs, including internal audits, grants and process improvement. As the highest-level expert, incumbents must identify risks and resolve emerging issues that do not have a clear precedent, such as interpreting unclear statutory requirements or determining appropriate controls for new or significantly changed programs. These positions impact large agency budgets and highly visible programs.

The Internal Controls Specialist 1 classification is responsible for developing internal controls plans and frameworks but typically works with greater oversight and input from agency leadership. Positions at this level use internal controls expertise to develop plans, policies, and procedures that improve agency-wide internal controls.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Develop, direct, and implement the agency's internal controls program for areas of greatest financial, compliance, and operational risk.
- Report findings and recommendations clearly and accurately by analyzing and summarizing risk assessment results, determining cause/effect criteria and solutions for each finding, and providing recommendations on the agency's fiscal management and risk avoidance measures to address noted concerns.

- Conduct and document agency-wide, complex risk assessments and internal audits to identify, evaluate and prioritize key risks. Create and implement an action plan identifying effective internal controls to prevent or mitigate identified risks.
- In coordination with grants program management, develop, document and evaluate formal policies and procedures for grants oversight, including but not limited to risk assessment and determining causes of grant noncompliance. Review selection criteria, conflict of interest notifications, timelines, and staff responsibilities to ensure compliance of agency grant programs.
- Work with the Office of the Legislative Auditor (OLA) and other external auditors to coordinate the audit process, facilitate communications, and resolve problems quickly and efficiently.
- Analyze changes in state and federal laws and rule amendments to develop recommendations for internal control procedure changes.
- Evaluate business processes, assess the need for a special audit, and either devise an audit program or contract with an outside auditor to conduct the audit.
- Develop, draft, review and edit legislative proposals, and provide support for legislative activities.
- Develop internal control recommendations and documentation that support legally required compliance actions, such as providing evidence used by leadership, auditors, or regulators to implement enforceable corrective measures and mitigate risks.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Data practices laws and requirements.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and pronouncements of the Government Accounting Standards Board (GASB).
- Thorough knowledge of Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAGAS) for the professional practice of internal auditing sufficient to determine compliance, evaluate accounting policies and financial records/statements, operational performance and internal controls, identify deficiencies and recommend corrective action.
- Commonly used techniques for program evaluation.
- State government financial operations and financial reporting practices.

Skill in:

- Communication to foster and enhance professional relationships with management, staff, and parties subject to assessment or audit.

Ability to:

- Organize, plan, and direct auditing operations and make independent judgments for each area encountered.
- Communicate the risk assessment plan and internal controls strategy to senior management, as well as be prepared and capable of answering questions from employees on internal controls and grants oversight requirements.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): N/A

REVISION HISTORY

Established: 10/2026

Revised: N/A