

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Audits and Court Compliance		POSITION NUMBER 065-346-5841-VAR		MCR / HCR D/MCR I
DIVISION / UNIT Division of Correctional Policy Research & Internal Oversight Office of Audits and Court Compliance Audits and Operational Data Branch Audits Section		CLASSIFICATION TITLE Staff Services Management Auditor		
		WORKING TITLE N/A		
		TIME BASE / TENURE Full time/ Permanent	CBID R01	WWG 2
LOCATION Sacramento	INCUMBENT Vacant		EFFECTIVE DATE April 2024	

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

The Office of Audits and Court Compliance's (OACC) mission is to help CDCR achieve its goals through an objective systematic, disciplined and collaborative approach to evaluate and improve the effectiveness of risk management, promote efficient and effective management of departmental resources, and monitor compliance with court-ordered remedial plans. OACC accomplishes this by identifying departmental risks; analyzing data; and performing audits and reviews. OACC communicates the results through accurate, objective, and timely reports; corrective action plan requests; and follow-up monitoring updates.

GENERAL STATEMENT

This is a recruiting, training, and development class for persons qualified to learn management auditing methods under supervision. Under the supervision of the Staff Management Auditor, the incumbent will assist Associate Management Auditors in the more complex audits and will perform less complex audits assigned by CDCR audit management. OACC is responsible for reviewing the operations at adult institutions/juvenile facilities, parole regions, community correctional facilities, contract providers, and headquarters, to evaluate compliance with departmental standards and state and federal laws, including court mandates. Program, fiscal, and compliance audits are performed on CDCR's operations and CDCR's contractors. Audits are generally performed in the field with a team and are in accordance with the International Standards for the Professional Practice of Internal Auditing or Generally Accepted Government Auditing Standards.

The results of the audits will determine the level of compliance with contracts, state laws, rules, regulations, policies, and procedures that govern the department and/or the entities being audited.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Conduct and/or assist in various types of field audits, perform follow-up audits, and assist in special projects/audits. The audits consist of preliminary preparation, an entrance and exit conference, interviewing staff, performing audit tests, analyzing data, preparing working papers, evaluating audit evidence, making recommendations, and evaluating corrective action plans. The incumbent will perform less complex field audits and provide investigative support as necessary. Perform desk reviews of cost reports, financial statements and/or cost allocation plans submitted by contractors, counties, and other entities providing services for CDCR.
30%	Prepare formal written reports that identifies audit findings, offers recommendations, evaluates corrective action plans, and provides the auditors' comments. Ensure that audit work is properly supported and sufficient to draw sound conclusions and make recommendations. The written reports are distributed to the contractors, Department's executive management, program staff, and other government agencies. Participates in Administrative Review Committee (ARC) proceedings, including following up on ARC requests for additional information.
20%	Conduct various types of audit desk reviews. These reviews consist of monitoring, reviewing, auditing, evaluating, and producing findings from the review of financial statements, cost reports, and overhead cost allocation plans of counties, contractors, and/or other entities that provide services for the CDCR.
10%	Provides technical assistance to all levels of departmental staff throughout the department. Participate in training as required by Generally Accepted Government Auditing Standards.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- This position requires the incumbent to exercise good judgment; be professional, flexible, and diplomatic. The Staff Services Management Auditor must work cooperatively and professionally with internal and external stakeholders; work efficiently and effectively in a team environment; and effectively communicate (written/verbal/listening) with staff and other stakeholders.
- Physical Requirements: requires prolonged sitting; and the ability to operate standard office equipment such as, but not limited to, a personal computer (desktop or laptop) and document systems (copier or scanner). Must be able to lift up to 25 pounds including personal overnight luggage, office issued laptop, and audit materials.
- Attendance: must maintain consistent and regular attendance.
- **This position may require up to 30% travel statewide, as well as overnight travel for up to a week at a time.**

CONSEQUENCE OF ERROR

- Errors may result in deficiencies in the auditing process, including but not limited to, untimely issuance of audit reports, impractical audit recommendations, delayed corrective actions by the audit clients, exceeding the audit budget, poor quality of deliverables, negative credibility and relationships with audit clients, and negative financial impact to the Department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE