

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Staff Services Management Auditor</b>	
		Division and/or Subdivision <b>Office of Program Accountability</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Sacramento</b>	
		Class Title of Position <b>Staff Services Management Auditor</b>	
		Position Number <b>541-023-5841-701</b>	
		Effective Date <b>October 1, 2017</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under the close supervision of the Chief, Office of Program Accountability (CEA A) and the Auditor-In-Charge (AIC), the Staff Services Management Auditor performs the following duties and responsibilities:</p> <p>*Conducts the less complex, less technical, and least sensitive assurance audits and consulting engagements and/or assists the AIC in conducting assurance audits and consulting engagements in conformance with the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditors. *Collects and analyzes data to determine risk factors. *Executes audit programs and ensures scope and objectives are met. *Determines compliance with relevant State and Federal laws, regulations, and other requirements. *Plans and completes assigned audits/engagements effectively within predetermined budgeted hours. *Ensures audit/engagement work is properly documented and sufficient to support findings in accordance with professional standards and Office of Program Accountability audit policies. *Obtains and analyzes relevant documents, performs substantive testing, and other relevant testing to support conclusions under the guidance of the Chief, Office of Program Accountability or AIC. *Draws conclusions from the testing through sampling, observations, and quantitative analysis performed manually or by using various data analysis tools and electronic spreadsheets. *Prepares working papers that support the testing performed, conclusions, findings, and/or observations. *Develops feasible and cost-effective recommendations concerning identified weaknesses based on the objectives and independent evaluation of evidence. *Establishes and maintains cooperative relationships with Departmental staff, management, and executives. *Interviews staff at all levels. *Exercises professional judgment and analytical abilities in each phase of the audit/engagement and will be responsible for all work performed, including risk analysis, field work, work papers documentation of completed testing, documentation of findings or issues discovered, and reporting.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for			
Job qualifications and/or conditions of employment			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>		<input type="checkbox"/> Posted to Directory	
_____ Initials and date			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Performs on-site compliance reviews. *Communicates program requirements with tact and sound judgement. *Monitors assurance audits and/or consulting engagements as agreed upon for corrective actions and resolution as required for final disposition. *Provides and/or assists the AIC with technical assistance and communicates audit-related information at formal or informal meetings to clients at every phase of the audit/engagement. *Prepares and delivers presentations to Department's executive management and senior management. *Researches, obtains, and interprets relevant and authoritative criteria concerning the Department, the internal audit activity, and/or audit issues to develop audit procedures. *Works on special projects as requested.
10%	Attends training courses to maintain competence in conducting assurance audits, consulting engagements, and audit-related assignments. Attends meetings and conferences related to audit issues and the audit profession. Participates in various audit-related and/or project teams. Responsible for ongoing maintenance of the Office of Program Accountability Audit Manual and updates as necessary.
5%	Provides and/or assists others with consultations and training to Departmental staff on governance, risk, internal controls, and other audit-related issues. *Assists in special reviews and investigations as requested by management. Authors articles on a variety of topics for publication.
5%	Prepares weekly and monthly status reports on assignments for supervisory review. Performs other duties based on program needs and/or those required to fulfill the Department's mission, goals, and objectives. Completes timesheets, travel requests, travel expense claims, training requests, and other administrative forms as necessary. Attends staff meetings and weekly briefings.
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.	

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Job qualifications and/or conditions of employment: Incumbent must exercise good judgement, demonstrate a positive attitude, communicates effectively (orally and in writing), and possess analytical abilities. Incumbent must have general knowledge of research and information gathering techniques and the ability to use technology in audit administration (e.g. word processing, spreadsheet, and charting software). Position requires direct contact with executive and senior management on a routine basis and travel within California.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel use only  Posted to Directory \_\_\_\_\_  
 Initials and Date \_\_\_\_\_