STATE OF CALIFORNIA		Working Title of Position	
STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION		Associate Management Auditor	
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT		Division and/or Subdivision	
PO-199 (06/16)		Office of Program Accountability	
	ector is required by Government Code Section	Location of Headquarters	
19818.12 to report (or to re	ecord) "material changes in the duties of any	Sacramento	
position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective		Class Title of Position	
date at the right. Enter brief description of each of the important duties and		Associate Management Auditor	
responsibilities of the position below. Group related duties in numbered		Position Number	
paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those		541-023-4159-701	
individual duties you determine to be essential to the job. Discuss the duties		Effective Date	
with the employee assigned to the position. Both the employee and		October 1, 2017	
supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.			
Percentage of Time		yee assigned to the position identified above performs	
Required	the following duties and responsibilities.		
rtoquirou	Trequired the following duties and responsibilities.		
	Under the general direction of the Chief, Office of Program Accountability (CEA A), the		
	Associate Management Auditor performs the following duties and responsibilities:		
50%	*Conducts the more complex, technical, and sensitive assurance audits and consulting		
0070	engagements in conformance with the <i>Mission of Internal Audit, Core Principles for the</i>		
	Professional Practice of Internal Auditing, 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		
		bjectives are met. *Determines compliance with	
		gulations, policies, and other requirements. *Plans and	
		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 and		
	procedures. *Obtains and analyzes relevant documents, performs substantive testing, and other		
		nclusions 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		
		maintains cooperative relationships with Departmental	
		rviews staff at all levels. *Exercises professional	
		phase of the audit/engagement and is responsible for	
		s, field work, work papers documentation of completed	
	testing, documentation of findings or issu		
	3	, , ,	
	*=-		
		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.			
Equal Employment Opportunity (EEO) Statement: 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 promoting a safe and secure work environment free from discrimination, harassment, inappropriate			
conduct, or retaliation.			
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		rvisor Signature Date	
Personnel use only	Posted to Directory	als and date	

STATE OF CALIFORNIA		Working Title of Position		
DEPARTMENT OF FORE	STRY AND FIRE PROTECTION	Associate Management Auditor		
PO-199 (06/16) - PAGE	AL FUNCTIONS DUTIES STATEMENT 2			
Percentage of Time Required	the following duties and responsibilities.	assigned to the position identified above performs		
·	-			
30%	*Performs on-site compliance reviews. *Communicates program requirements with tact and sound judgment. *Monitors assurance audits and/or consulting engagements as agreed upon			
	for corrective actions and resolution as required			
	related information at formal or informal meetings to clients at every phase of the			
	audit/engagement. *Prepares and delivers presentations to the 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. *May serve as a lead for non-journey level audit staff. *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, business and industry trends, and the audit profession. Participates in various			
	audit-related and/or project teams, working groups, and/or forums.			
5%	Provides and/or assists others with consultations and training to Departmental staff on			
	governance, risk, internal controls, and other audit-related issues. *Performs special reviews			
	and investigations as requested by executive n topics for publication.	nanagement. Authors articles on a variety of		
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, t	ravel requests, travel expense claims, training		
	requests, and other administrative forms as ne briefings.	cessary. Attends staff meetings and weekly		
	briefings.			
		tial functions are those functions that the individual who holds		
	the position must be able to perform unaided or with the as			
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conduct, or retaliation.				
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 S	Signature Date		
Personnel use only	Posted to Directory			
	Initials and D	ate		