

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>Associate 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>Associate Management Auditor</b>	
		Position Number <b>541-023-4159-701</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 general direction of the Chief, Office of Program Accountability (CEA A), the Associate Management Auditor performs the following duties and responsibilities:</p> <p>*Conducts the more complex, technical, and sensitive assurance audits and consulting engagements in conformance with the <i>Mission of Internal Audit, Core Principles for the Professional Practice of Internal Auditing, Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing</i> 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, rules, regulations, policies, 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 and procedures. *Obtains and analyzes relevant documents, performs substantive testing, and other testing to support conclusions. *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 is 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 promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
<b>Job qualifications and/or conditions of employment:</b> 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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

