

DUTY STATEMENT

ASD 045 (REV. 6/2021)

CURRENT

PROPOSED

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Revision Date: 10/19/2021

1. POSITION INFORMATION		
A. Position Number:	B. Classification Title:	C. CBID:
817-112-4161-001	Senior Management Auditor	S01
D. Division:	E. Branch/Section/Unit:	F. WWG:
Executive	Office of Legal Services/Office of Audits and Compliance	S01
G. Working Title:	H. Employee Name:	I. Effective Date:
Audit Manager		Click or tap to enter a date.
2. POSITION REQUIREMENTS		
A. Special Requirements: <i>Check All That Apply</i>		
<input checked="" type="checkbox"/> Physical Requirements (Attach HSS 465-A) <input type="checkbox"/> Background Check Requirements <input type="checkbox"/> Bilingual Fluency (Non-English Language) – Specify Below <input type="checkbox"/> Other – Specify Below		
B. Special Requirements Description, as applicable:		
80 hours of Continuing Professional Education is required every 2 years. Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office. Travel up to 30 percent.		
C. Conflict of Interest Required (Gov. Code 87300, et seq.)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.		
3. SUPERVISION		
A. Supervision Received: Incumbent reports directly to the Audit Chief in the Office of Audits and Compliance.		
B. Supervision Exercised: Under the general direction of the Audit Chief in the Office of Audits and Compliance (OAC), the Audit Manager oversees the External Audit Section (EAS).		
4. DUTIES AND RESPONSIBILITIES OF THE POSITION		
CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS		
This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.		
GENERAL STATEMENT		
Under the general direction of the Audit Chief in the Office of Audits and Compliance (OAC), the Audit Manager oversees the External Audit Section (EAS). The EAS performs external reviews, in accordance with the Generally Accepted Government Auditing Standards (GAGAS), of the federal IV-D child support funds expended and claimed by the Counties and the Courts.		
A. Percentage of Time Performing Duties	B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).	

ESSENTIAL FUNCTIONS	
IT Domain: <i>Check All That Apply</i>	FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY <input type="checkbox"/> Business Technology Mgmt. <input type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering <input type="checkbox"/> Information Security <input type="checkbox"/> IT Project Mgmt. <input type="checkbox"/> System Engineering
35%	<p>Plan, organize, and direct the work of the External Audit Section (EAS) in the Office of Audits and Compliance. The EAS is comprised of two external audit units, the Local Child Support Audit (LCSA) Unit and the Contract Audit Unit. The LSCA Unit conducts external reviews of the LCSAs, the county departments that directly administer the child support program. The Contract Audit unit conducts external reviews of claimed child support program funds under a joint contract with the Courts, or contracts with other partners, such as EDD. Responsible for all aspects of the section, including creating and implementing the annual audit plan for EAS, preparing monthly summary updates, facilitating monthly staff meetings, tracking auditor training, audit work, and audit hours. Oversee the development and maintenance of tracking systems used to monitor external audits, findings, and risk trends. Oversee the corrective action and follow up on all audit activity. Direct the work of staff engaged in more complex reviews, such as special request reviews, when the department is made aware of the potential misuse of program funds (highly sensitive and complex audits). Provide direct supervision and development of staff in the EAS. Manage staff in accordance with all civil service laws, policies, and contract provisions. Establish goals and objectives for the staff and develop staff so they can successfully achieve these goals. Assist staff in identifying training, certifications, or other job development opportunities. Ensure continuing professional education requirements are satisfied in accordance with GAGAS.</p>
35%	<p>Responsible for the continuance development and maintenance of the OAC Quality Assurance and Improvement Program (QAIP). Ensure audits are conducted in accordance with the GAGAS, operated in an effective and efficient manner, and acknowledged by stakeholders as adding value and improving overall operations. Provide Quality Assurance duties providing a second-level review of audit working papers to ensure the reports are accurate, objective, clear, and issued timely and ensuring all findings are concise and well supported. Maintain effective audit processes and procedures by identifying opportunities for improvement, ensuring auditors apply the Code of Ethics, preparing the EAS for the upcoming peer review in accordance with GAGAS, and volunteering to participate in the annual peer reviews of other state agencies (as the peer reviews are reciprocal arrangements).</p>
25%	<p>Work effectively with top-level managers of various agencies, including; DCSS, Department of Finance, State Controllers' Office and other oversight state agencies; County Auditor-Controller, County Directors, County Board members and other fiscal staff of the County; the Director, Program Administrator and Internal Audit Chief of the Judicial Council of California; Court Commissioners, Court Chief Executive Officers, and Court fiscal program managers. Responsible for directly overseeing the sub-recipient monitoring of Counties and ensuring the LCSA take corrective action for all findings related the IV-D Child Support Program funds in accordance with the single audit requirements outlined in Title 2 CFR 200. Perform as a single point of contact to facilitate review requests of sub-recipients, provide audit assistance and/or audit resolution for</p>

	federal oversight agencies such as the Office of Inspector General, Department of Health and Human Services, and the Office of Child Support Enforcement. Research, prepare, and present training on audit processes for DCSS, such as the Child Support Director Association conferences, Statewide training, and meetings with stakeholder partners.
MARGINAL FUNCTIONS	
5%	Other duties as required, such as preparing PowerPoint presentations for training conferences and providing technical assistance, as needed.
5. WORKING ENVIRONMENT AND CONDITIONS	
Two story building, standard office modular workspace with florescent lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings in designated areas. The position requires occasional travel to off-site meeting locations, conferences, trainings, courts, and law enforcement agencies. The work environment is fast-paced, can be demanding and/or stressful, and requires the incumbent to be flexible, use good time management practices, and effectively identify priorities to complete assignments timely.	
6. OTHER RESPONSIBILITIES	
<p>A. Independence of Action and Consequences: Principles and practices of organizational management, accounting, auditing, and elementary statistics; organization and management in the public and private sector, current trends, and problems in governmental management; principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California; policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities; principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing; program budgeting; organization and management of a broad range of State agencies; group leadership techniques; and program planning and evaluation; Manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p>	
<p>B. Personal Contacts: The incumbent has frequent contact with departmental managers and executive staff, as well as representatives from local, state and federal agencies, including, but not limited to, the Local Child Support Agencies, Judicial Council of California, Federal Office of Child Support Enforcement, Bureau of State Audits and Department of Finance.</p>	
<p>C. Administrative Responsibilities (Supervisory/Managerial Class Only): The incumbent is responsible for managing the external audit functions of the department.</p>	
7. ACKNOWLEDGEMENTS	
<p>A. Employee's Acknowledgement: <i>I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.</i></p> <p><i>I can perform these duties with or without reasonable accommodation:</i></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Wellness and Safeguards Unit.</p>	

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

- B. Supervisor's Acknowledgment:** *I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.*

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	