

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Office of Program Accountability Auditor Division and/or Subdivision Office of Program Accountability
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 (PO-199) 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 Sacramento Headquarters
	Class Title of Position Staff Services Management Auditor
	Position Number 541-023-5841-XXX
	Effective Date August 2, 2022
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
65%	Under the close supervision of the Staff Services Manager I (Office of Program Accountability Manager), the incumbent performs the following: *Conducts the less complex, less technical, and least sensitive assurance audits and consulting engagements with the Institute of Internal Auditors 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 (Standards) promulgated by the Institute of Internal Auditors. *Under close supervision of the Office of Program Accountability Manager, performs the more complex, technical, and sensitive types of assurance audits and consulting engagements. *Establishes and maintains cooperative relationships. *Exercises professional judgment, adherence to Standards, and completed staff work in activities performed. *Communicates effectively and with tact. Administering internal audit activities, include, but are not limited to: <ul style="list-style-type: none"> • *Collecting and analyzing data to determine risk factors. • *Planning and completing assignments within budgeted hours and established milestones. • *Working with the Office of Program Accountability Manager to preliminarily develop and execute work programs. • *Drawing conclusions from testing using various methodologies. • *Determining compliance with relevant State and Federal laws, rules, regulations, policies, procedures, and other requirements. • *Working with the Office of Program Accountability Manager to prepare accurate, objective, clear, concise, constructive, complete, and timely working papers supported by documented evidence and in accordance with Standards and other requirements for supervisory review. • *Developing feasible and cost-effective recommendations based on objective and independent evaluation of evidence.
15%	*Tracks and monitors results of assurance audits and consulting engagements. *Performs follow-up activities, including, but not limited to collecting and analyzing evidence of remediation or risk acceptance. *Works with the Office of Program Accountability Manager to prepare follow-up work papers and final disposition. *Develops or assists in developing and delivering presentations to executive and senior management. *Researches, obtains, and interprets relevant authoritative criteria concerning the Department, the internal audit activity, and/or issues related to governance, risk, and internal controls. *Attends staff meetings and 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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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Prepares and submits status reports for supervisory review. *Performs other duties based on program needs and/or those needs 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.
10%	*Attends training courses to maintain technical competence. *Completes monthly Quality Assurance and Improvement Program Staff Development Modules. *Attends meetings and conferences. *Participates in various working groups, forums, councils, and/or project teams. Authors articles on a variety of topics for publication.
<small>*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.</small>	

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:
 Up to 20% percent travel throughout the State may be required.

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

Employee Signature	Date	Supervisor Signature	Date
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Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and Date
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