DUTY STATEMENT

Employee Name: Vacant  |  Current Date: October 2023

Classification: Staff Management Auditor  |  Position #: 673-810-4160-976

Division/Office: ASD/Budget Branch  |  CBID: S01

Section: Audit Unit

Supervisor Name: Vacant  |  Supervisor Classification:

I certify that this duty statement represents an accurate description of the essential functions of this position.

Supervisor:  |  Date:

I have read this duty statement and agree that it represents the duties I am assigned.

Employee:  |  Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☐ Designated under Conflict-of-Interest Code.
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast-moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None  |  ☐ Lead Person

☐ Supervisor  |  ☒ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 3
Total number of positions in Section/Branch/Office for which this position is responsible: 3

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 3

MISSION OF SECTION: The mission of the Audit Unit is to safeguard California's investments in air quality, climate change initiatives, and community well-being by ensuring the highest level of fiscal responsibility, accountability, and performance across all CARB grant programs. The vision of the Audit Unit is to become a leader in the transparent, ethical, and effective oversight of public funds allocated for environmental and climate initiatives and establish a governance model that others can aspire to.

Core Objectives

- **Accountability**: To hold both internal divisions and external grantees to the highest standards of financial and operational integrity, ensuring that all funds are utilized effectively and according to statutory requirements.
- **Performance Oversight**: To continuously assess and report on the efficacy and impact of grant programs, identifying areas for improvement and ensuring alignment with immediate and long-term objectives.
- **Regulatory Compliance**: To audit and monitor compliance with all relevant laws, regulations, and grant guidelines, taking prompt corrective action as necessary.

Key Responsibilities

- **Financial Audit**: To rigorously scrutinize the financial transactions, accounting practices, and reporting mechanisms employed by CARB and its grantees, ensuring full compliance with legal obligations and grant requirements.
- **Performance Audit**: To systematically evaluate the effectiveness and outcomes of CARB’s various incentive programs, ensuring they meet or exceed intended goals and achieve maximum impact for each dollar invested.
- **Reporting and Communication**: To communicate findings, recommendations, and best practices clearly and promptly to CARB leadership, governing bodies, and the public.
- **Ongoing Monitoring and Adaptation**: To perform regular follow-ups on implemented changes and emerging risks, ensuring a dynamic and responsive auditing framework.

Through these core objectives and key responsibilities, the Audit Unit aims to bolster CARB’s mission of promoting cleaner air and facilitating an equitable transition to zero emissions while fostering public confidence in the stewardship of significant public investments.

CONCEPT OF POSITION: Under the general direction of the Budget Branch Chief, the Staff Management Auditor plans, organizes, directs, and coordinates the activities of the Audit Unit. Travel for this position is 25-40% per year in California.
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<thead>
<tr>
<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<tbody>
<tr>
<td>40% - E</td>
<td>Direct staff and perform audits independently and proficiently to ensure compliance with various state programs and grant provisions. Plan, organize, direct, and evaluate the work and performance of Audit Unit staff. Provide constructive oral and written feedback with the clear objective of improving the work’s quality, efficiency, and effectiveness.</td>
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<tr>
<td>40% - E</td>
<td>Ensure audit work is properly supported and sufficient to support audit findings and meets the requirements of professional auditing standards. Plan and completed assigned audits effectively. Coaches and mentors audit staff in pre-audit planning, field auditing, and desk review activities. Act as a mentor, providing technical guidance to new staff, including working paper preparation following applicable standards and office policies. Conduct detailed reviews of audit reports and audit work papers submitted by Audit Unit staff to ensure readability, correctness, and accuracy of the audit report’s content.</td>
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<tr>
<td>10% - M</td>
<td>Personally conduct or review the most complex audits and tasks to ensure the results are sufficiently supported and accurate.</td>
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<tr>
<td>10% - M</td>
<td>Conduct special projects and attend meetings on behalf of the Unit Chief. Interact with other agencies, private groups, and individuals regarding audit activities.</td>
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