

**OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE  
OFFICE OF GENERAL COUNSEL  
OFFICE OF PROGRAM OVERSIGHT AND ACCOUNTABILITY  
DUTY STATEMENT**

**EMPLOYEE NAME:**

**POSITION NUMBER:** 420-051-7500-010

**JOB TITLE:** Director, Office of Program Oversight and Accountability

**CLASSIFICATION:** Career Executive Assignment (CEA), Level A

**STATEMENT OF DUTIES:** Under the direction of the General Counsel, the Director of the Office of Program Oversight and Accountability (OPOA) oversees the primary internal audit component within the Department of Justice (DOJ). OPOA conducts independent and objective audits and reviews of DOJ programs, making policy and operational recommendations to management to streamline operations, increase effectiveness, improve efficiency and mitigate risk. The Director is responsible for the management, organization and supervision of the OPOA staff; staff training; planning, executing and reviewing the full range of audits; and facilitating the enterprise-wide risk assessment functions of DOJ. The Director represents DOJ in audits and reviews conducted by federal, state, and local agencies of DOJ activities, and also serves as the Privacy Coordinator for DOJ. The Director must have a clear understanding of DOJ's organizational mission and a consistent focus on DOJ's wide range of strategic plans and goals.

**SUPERVISION RECEIVED:** This position receives direction from the General Counsel (GC), Office of General Counsel.

**SUPERVISION EXERCISED:** Oversees auditing staff through a subordinate manager.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, in an enclosed office, in a smoke-free environment. Occasional overtime hours may be necessary to fulfill the requirements of the position. Infrequent in-state travel may be necessary.

**ESSENTIAL FUNCTIONS:**

50%    Formulates, implements, manages, and evaluates policy and long-range planning for internal audit activities. Determines the size, complexity and scope of audits to evaluate the adequacy and effectiveness of internal controls in the various divisions and offices, as well as the quality of performance in carrying out assigned responsibilities. Prepares an annual audit plan after consultation with the GC. Directs OPOA staff in evaluating existing programs and internal system controls for compliance. Ensures quality control of engagements through review of work papers, reports, and correspondence.

Monitors and reviews current developments in legislation, state and federal mandates, and court decisions that can potentially affect DOJ programs. Coordinates with division leaders and their program areas to mitigate potential fraud and/or risk of loss with respect to DOJ assets, property or information. Recommends innovative alternatives for resolving identified shortcomings or issues. Makes recommendations to division leaders regarding significant issues affecting programs, in areas such as risk management, governance processes, and internal controls.

Advises the GC concerning departmental successes and shortcomings and provides policy recommendations for implementation to enhance program efficiency and effectiveness.

- 20% Represents DOJ in audits of activities carried out by federal, state, and local agencies. Coordinates all audit requests and evaluations, including those from the California State Auditor, State Controller's Office, State Personnel Board, Department of Finance, Department of General Services, and other federal, state, and local agencies. Works closely with DOJ program staff to finalize audit responses and ensure submission to the auditing agency within required timeframes.
- 10% Maintains and updates the assessment evaluation tool used to perform the biennial department-wide risk assessment required by the State Leadership Accountability Act (SLAA). Disseminates the department-wide risk assessment tool to division leaders and evaluates program area risk assessments for threats and/or risks that could impede DOJ's mission, goals and objectives. Coordinates reporting of the results of the department-wide risk assessment and proposes solutions to high-risk issues included in the biennial SLAA report.
- 10% Serves as the DOJ Privacy Coordinator and ensures that DOJ complies with state and federal privacy requirements regarding the administrative procedures related to the collection, use, maintenance, dissemination, and disposal of personal information. Reviews DOJ's privacy policy and recommends changes as necessary, monitoring compliance with the policy and procedures, and addressing other privacy issues as needed. Coordinates with program staff to ensure timely notification of affected individuals after an information security/privacy incident occurs. Works closely with the DOJ Chief Information Security Officer to ensure appropriate control agencies are notified and public website postings are made regarding information security/privacy incidents.
- 5% Directs and determines the scope of reviews related to the county district attorney offices who participate in DOJ's California Witness Relocation and Assistance Program (CalWRAP). Reports to the GC on the results of these reviews, which includes appraisal, evaluation, analyses and recommendations for resolution of issues identified during the audits.

- 5%     Manages the administrative functions of OPOA, including allocating staff and financial resources. Establishes program priorities and manages the program budget. Recruits, hires, trains, and evaluates subordinate staff.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐     I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐     I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐     I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐     I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date

Updated: 12/2024