

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assurance, Advisory, and External Services Audits Manager	
		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 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 710 P Street, Sacramento, California	
		Class Title of Position Staff Services Manager I	
		Position Number 541-023-4800-XXX	
		Effective Date September 19, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the general direction of the Staff Services Manager II (Supervisory), Office of Program Accountability and the Deputy Director, Office of Program Accountability (CEA), the Staff Services Manager I (Assurance, Advisory and External Services Audits Manager) supervises, coordinates, and directs the work activities of the Office of Program Accountability audit staff. The incumbent will perform the following duties and responsibilities:</p> <p>*Assist in executing overall program strategies, objectives, and deliverables for the Assurance, Advisory, and External Services section to complement the annual audit plan. *Set priorities, plan, organize, direct, evaluate, and monitor the activities of the Assurance, Advisory, and External Services section. *Work with subordinate staff to identify areas in need of new or revised procedures; determine alternatives, develop and identify recommended strategies for potential policy change to present to the Staff Services Manager II, Office of Program Accountability. *Provide information, required reports, and recommendations to the Staff Services Manager II, Office of Program Accountability. *Ensure effective communication strategies for employees, clients, and interested parties are implemented. *Collaborate with other State entity internal audit programs, external control agencies, industry organizations, external interested parties/clients, and others.</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>		
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 encounter 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: See Page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

Working Title of Position
**Assurance, Advisory, and External Services
Audits Manager**

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

30%

*Oversee the day-to-day activities of the Assurance, Advisory, and External Services section. *Provide guidance and leadership to ensure the Office of Program Accountability's mission, vision, goals, and objectives are met. *Ensure that decisions and/or responses are accurate, prompt, fair, and consistent with professional audit standards and other pertinent criteria (e.g., laws, rules, regulations, policies). *Bring highly sensitive observations to the attention of the Staff Services Manager II, Office of Program Accountability. *Provide guidance and assistance to clients and interested parties on compliance and remediation activities to ensure sound practices. *Research auditor tools for implementation related to fraudulent activities and professional skepticism.

30%

*Provide leadership, coaching, and mentoring to professional audit staff. *Utilize management philosophies to foster a positive and productive teamwork atmosphere. *Utilize a project management approach to plan, track, and report on assurance and advisory services. *Recruit, hire, and train audit staff. *Prepare performance appraisals and probationary reports as needed. *Develop independent training plans for professional audit staff. *Counsel staff regarding job performance and initiate progressive discipline when appropriate. *Ensure customer service delivered by audit staff is consistently high quality and that communication is accurate, objective, reliable, and supported. *Develop and maintain key business partner relationships with clients and interested parties without impairing independence and objectivity. *Work with the Staff Services Manager II, Office of Program Accountability, and legal counsel on issues resulting from assurance audits.

10%

*Use various research and information-gathering techniques to study, interpret, and communicate the impacts of changes in State and Federal policy and procedures, industry, trending governmental issues, and other topics (e.g., governance, risk, internal controls). *Serve as backup to the Staff Services Manager II, Office of Program Accountability as needed. Perform other job-related duties as required, in accordance with the class specification.

*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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Job qualifications and/or conditions of employment: **May require up to 20% travel within California. May include night and weekend travel resulting in overnights stays.**

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date