

California State Auditor

Duty Statement



Classification - Working Title:	C.E.A. (B) – Deputy State Auditor, Audits	
Position Number:	339-100-7500-900	Division: Audits
CBID:	E99	Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Employee Name:		
Position Description/Duties: Under general direction from the State Auditor and the Chief Deputy State Auditor at the California State Auditor's Office (office), the Deputy State Auditor (DSA), Audits is responsible for performance and compliance audits of state and local government entities including the judicial branch. The DSA plans, organizes, and directs the operations of one of two audit branches and ensures the accomplishment of the office's primary mission and strategic goals. The position is also a member of the Executive Office management team.		
Job Functions - Essential (E) / Marginal (M) Functions:		
50% E	Oversees Audit Staff and Assignments in Branch <ul style="list-style-type: none"> Ensures that all phases of the audit cycle are carried out by the Principals. Tracks audit progress and timetables and monitors compliance with audit standards. Participates in audit milestone meetings, provides feedback, and leads in problem resolution. Reviews draft reports throughout the audit cycle and approves Branch audit reports. Serves as the final signatory for Branch audit documents. Provides progress updates to the State Auditor and Chief Deputy State Auditor and communicates Executive Office feedback to the branch audit teams. 	
20% E	Staff Development and PDLC <ul style="list-style-type: none"> Supervises and works with branch Principals on their development plans and ensures that all phases of the performance development lifecycle are carried out. Evaluates and provides feedback on Branch staff performance, and consults with the branch Principals in promotional decisions. Implement a succession plan through use of the continuous improvement process. 	
15% E	Audit Assignments <ul style="list-style-type: none"> Determines that the audits to be conducted by Branch will provide an overall benefit in relation to the organizational resources expended. Determines audit team composition and makes adjustments to staffing to fill gaps as needed. Ensures there are adequate resources to staff Branch audits including specific expertise needed for specialized subject areas. Oversees the development and release of any special reports produced by the branch. 	
5% E	Office Vision, Core Values, and Strategic Planning <ul style="list-style-type: none"> Participates as an executive team member in the development of the office's strategic planning and participates in determining the policies and procedures for the office. Serves as an executive sponsor for key strategic initiatives. Ensures Branch progresses in achieving key strategic initiatives. 	
5% M	Internal Audit Activities <ul style="list-style-type: none"> Units include Legal, Legislative Affairs, Communications and Quality Control, and Administrative Operations. Responds to and provides feedback on exposure drafts, and new audit standards that affect the auditing and accounting profession. 	
5% M	Office Representation <ul style="list-style-type: none"> Represents the office at the Legislature, national auditor associations, and federal agencies 	

	<p>including the Government Accountability Office and the Office of Management and Budget.</p> <ul style="list-style-type: none"> • Attends state legislative briefings and hearings. • Coordinates activities with other state control agencies such as the Department of Finance and the State Controller’s Office. • Meets with international visitors to provide information on the office’s role and auditing in the United States.
Supervision Received:	Reports directly to and receives the majority of assignments from the State Auditor and the Chief Deputy State Auditor.
Supervision Exercised:	Directly supervises Principal Auditors, Senior Auditor Evaluators I, II and III, Auditor Evaluators I and II
Special Requirements:	None
Working Conditions:	<ul style="list-style-type: none"> • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands. • Work may require travel, working away from headquarters, and/or long and irregular work hours.
Position DS REV Date:	3/25/26

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor’s signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent’s signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.