



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

Incumbent: _____ N/A
Classification: **Staff Services Management Auditor**
Position Number: **835-228-5841-703/705**

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 24-154/156	Classification Title: Staff Services Management Auditor	Position Number: 835-228-5841-703/705
Incumbent Name: N/A	Working Title: Staff Services Management Auditor	Effective Date:
Tenure: Permanent	Time Base: Fulltime	Intermittent Hours Per Month: N/A
Division/Office: Exec / Office of Audits	Section/Unit: Sacramento Field Office, Section 2	Reporting Location: Sacramento, CA
Supervisor's Name: Nirali Patel	Supervisor's Classification: Staff Management Auditor	CBID: R01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Designated Position for Conflict of Interest: <input type="checkbox"/> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input type="checkbox"/> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



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Position Description:

Under the direction of a Staff Management Auditor/Supervising Governmental Auditor I or Senior Management Auditor, the incumbent will perform audits and reviews of entities participating in the various programs that receive funds from CalRecycle, or other State or local entities and are subject to audit in accordance with general auditing standards and the Office’s established audit procedures.

The assignments may include weekend and/or overnight travel that may require an adjustment to the employee’s work schedule.

This position requires approximately 20% travel during the year. The incumbent must have a current California Driver’s License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Essential Functions (including percentage of time):

25% Completes assigned sections/tasks of the audits and reviews of the various CalRecycle programs subject to audit in accordance with general auditing standards and the Office’s established audit procedures. Gathers, reviews, and analyzes preliminary data and financial records of audited entities.

25% Prepares clear, concise, accurate, and complete working papers and audit reports; develops audit conclusions that are supported by sufficient and appropriate evidence; makes sound recommendations that meet audit objectives when implemented. Exercises flexibility in responding to changing workloads. Completes each assignment within budgeted hours. Uses business productivity software including spreadsheets, word processing, and various database programs to perform audit procedures.

20% Conducts review/audit work, including the entrance conference, interviewing key auditee personnel, observing the system of financial transactions, acquiring and analyzing financial records, touring auditee establishments to verify products, and performing other necessary procedures.

25% Establishes and maintains cooperative working relationships with those contacted during an audit. Learns and maintains the knowledge and understanding of Program statutes and regulations, department policies and procedures, and related industry practices. Communicates the provisions and application of regulatory requirements to audit entities, and explains audit procedures, findings, and recommendations in a logical, concise, and professional manner.

Marginal Functions (Including a percentage of the time):

5% Attends meetings and completes administrative tasks.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the



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department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:

[This position requires approximately 20% travel during the year.](#)



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date