



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW	
		01/27/26	
DIVISION		POSITION NUMBER (Agency - Unit - Class - Serial)	
Field Services		421-047-4160-001	
BUREAU/UNIT		CLASS TITLE	CBID
Compliance, Audit, and Accountability		Staff Management Auditor	S01
INCUMBENT		WORKING TITLE	
		Staff Management Auditor	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the direction of the Bureau Chief of the Compliance, Audit, and Accountability Bureau (CAAB), the incumbent provides oversight, guidance, and management of the CAAB auditing program and auditing personnel; contributes to the development of CAAB strategy and priorities; and drives collaboration with CAAB personnel and across the organization to achieve CAAB and Commission on Peace Officer Standards and Training (POST) mission objectives.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
40%	Reviews and analyzes audits, evaluations, and program reviews of various POST contracts and POST programs involving expenditures to ensure they are in accordance with professional audit and CAAB standards; assigns taskings and audits; monitors and tracks auditor progress; and conducts status meetings; ensures auditors obtain and review sufficient audit evidence to support findings and recommendations; ensures auditors write objective, clear and concise audit reports; identifies deficiencies and areas of improvement needed; makes recommendations for process improvements; and works with auditors to create audit programs within CAAB as well as provide specific guidance and assignments to achieve the audit scope and objectives.		
35%	Contributes to the development of the POST auditing program; creates and implements audit policies, procedures, and manuals; participates in formulation and identification of audit program priorities, objectives, and goals; participates in the formulation and development of broader priorities and objectives impacting CAAB and POST as a whole; engages with POST staff, the Advisory Board and Commission, and external agencies and organizations to develop and maintain mutually beneficial relationships; communicates CAAB goals, priorities, and outcomes effectively orally and in writing; prepares and reviews written documents.		
20%	Participates in the hiring and onboarding process for new CAAB personnel and provides training for new and existing CAAB personnel; plans, assigns, organizes, supervises and directs subordinate staff; monitors performance and productivity to provide quality services, achieve operational efficiency, and mitigate potential risks; provides interpretation, instruction, and guidance to complete work as needed; uses a high degree of independence to resolve the most critical, sensitive, and complex issues; in conjunction with the Bureau Chief, completes staff performance appraisals; mentors, guides, and provides opportunities for growth and advancement.		

5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Performs general internal activities in support of the bureau and POST's programs; and performs assignments related to the POST Strategic Plan and other assigned projects; performs other job-related duties within the scope of the classification.</p>
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WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. The hours of work should cover business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond normal business hours. The position is located in West Sacramento, CA. May be eligible for telework.

Off-site setting – Some travel may be required (e.g., to attend and/or facilitate meetings, conferences and training).

The incumbent must be able to use good judgment with his/her time and workload (i.e., meeting multiple and sometimes competing deadlines). The incumbent must at all times exhibit professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, special interest groups, and members of the public.

Incumbent must demonstrate strong management and interpersonal skills; must be able to address politically sensitivity issues; and achieve consensus solutions.

This position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require moderate carrying/lifting of office supplies such as paper, binders, manuals, etc. Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

<i>SUPERVISOR'S NAME (Print)</i>	<i>SUPERVISOR'S SIGNATURE</i>	<i>DATE</i>
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE