



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-238	Classification Title: Supervising Management Auditor	Position Number: 835-232-4163-001
Incumbent Name:	Working Title: Supervising Management Auditor	Effective Date:
Tenure: Permanent	Time Base: Fulltime	Intermittent Hours Per Month: N/A
Division/Office: Exec / Office of Audits	Section/Unit: Region 1	Reporting Location: Sacramento, CA
Supervisor's Name: Kevin Campbell	Supervisor's Classification: Deputy Director	CBID: M01
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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input checked="" 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.



Incumbent:

Classification: **Supervising Management Auditor**

Position Number: **835-232-4163-001**

Position Description:

Under the general direction of the Deputy Director, Office of Audits, the incumbent is responsible for planning and organizing the functions of the Office of Audits. The position will provide direct supervision to Senior Management Auditors and indirect oversight of subordinate staff. Travel for this position is approximately 10% per year.

Essential Functions (including percentage of time):

- 40% Oversees the audit activities for the Office of Audits, including, in concert with the other branch chief, managers, and supervisors, development of the annual work plan for compliance audits that manage risk to the various programs that receive funds from CalRecycle, other State/local entities, or Extended Producer Responsibility organizations. Mentors, coaches, and trains staff; assesses the professional/educational needs of staff; provides for or arranges appropriate training to address deficiencies or growth needs. Managerial duties may, when necessary, require limited travel to conduct on-site supervision, attend meetings, and support audit operations. Any travel associated with this function falls within the position’s established 10% travel requirement.
- 20% Oversees the utilization and maintenance of automated system(s) that track the status of all audits from point of initiation through closure and collection of all funds. Analyzes and interprets data, draws appropriate conclusions and makes sound decisions. Performs analyses that consider return on investment for compliance audits and adjusts audit scope. Uses principles of project management and technology to the greatest extent possible in audit work for purposes of using the information for resource management and audit completion.
- 10% Involved in the recruitment of staff for the Office of Audits. Ensure vacancies are filled in the most effective and efficient manner following the state administration manual, CalRecycle HR guidelines, and State Personnel Board Merit Hiring Process.
- 10% Regularly communicates information to staff involving overall policies, procedures and keeps staff informed weekly of activities and projects in which the Office of Audits is involved. Works with managers and supervisors to develop and improve staff capabilities and personally stays abreast of auditing standards and practices.
- 10% Analyzes legislation and regulations to ensure appropriate internal fiscal and operational controls exist to ensure effective oversight for the various CalRecycle programs.

Marginal Functions (Including a percentage of the time):

- 5% Attend meetings, training classes required by the Department, make travel arrangements, and interact with outside parties, and personnel at all levels within CalRecycle. Attends meetings and acts in place of Deputy Director during their absence. Travels regularly to the field Offices.
- 5% Complete administrative paperwork, such as travel and timekeeping forms, training forms, work status reports, and expense claims.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a



State of California

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CalRecycle 109A (Rev. 10/2024)

Department of Resources Recycling & Recovery
AFITS/Human Resources Section

Incumbent:

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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 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. 10% Travel
- 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:



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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