

State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Supervising Governmental Auditor I

POSITION NUMBER:

800-570-4142-001

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

CFSD-System Of Care Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

FPAB/Performance Audit Unit

SUPERVISOR'S NAME:

Jacqueline Juarez

SUPERVISOR'S CLASS:

SUPERVISING GOVERNMENTAL AUDITOR II

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

TeamMate Experience preferred  
 Fingerprint Requirements  
 Ability to travel to Entrance/Exit Conferences

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: **4**

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

**MISSION OF ORGANIZATIONAL UNIT:**

The mission of the Fiscal and Performance Audits Bureau is to provide fiscal monitoring and oversight of foster care non-profit organizations to ensure the fiscal and programmatic integrity of their operations and that Title IV-E funding is expended for programs that support children and youth in accordance with State and Federal statutes and regulations. Conduct desk or on-site audits to ensure Title IV-E funds are spent appropriately for the services for which the Providers are being paid and to provide assurances for the fiscal integrity of the foster care program. Conduct on-site or desk performance audits to evaluate desired outcomes and performance measures, including auditing and monitoring core services and supports (i.e. trauma informed services, educational and transitional supports) to determine if desired outcomes have been achieved in an effort to reduce reliance on congregate care as a long-term placement setting.

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**CONCEPT OF POSITION:**

Under the direction of the Bureau Chief (SGA II), the Supervising Government Auditor I (SGA I) is responsible for supervising complex audits of foster care programs to determine compliance with auditing regulations and with state and federal law; supervises auditors and represents the Department in defending protested/appealed audits before Hearing Auditors and Administrative Law Judges.

**A. RESPONSIBILITIES OF POSITION:**

30% Supervises audit staff in conducting performance and fiscal audits of foster care providers who receive funds under the Aid to Families with Dependent Children-Foster Care (AFDC-FC). Trains staff and evaluates performance of auditors, reviews work papers, and provides feedback and/or consultation.

20% Schedules audits, distributes workload, and maintains uniform application of foster care audit procedures and the application of state and federal regulations during the field work and the preparation of point sheets and final audit reports.

20% Provides advice/expertise to auditors and other program managers/staff regarding audit scope and unusually difficult problems of applying audit procedures, protocols, and/or regulations, prepares workload and budget data for program management needs and develops specialized audit status reports and letters and may respond to public records request.

20% Confers with staff, advocates, private and public officials, and Branch management on complex audit findings. Also, refers audit findings requiring legal interpretation to the Branch's Legal Counsel and makes policy recommendations to Branch management; Supervises the preparation necessary to defend protested/appealed audits scheduled for an Administrative Hearing and consults with legal staff and testifies on behalf of the Department regarding audit procedures, the application of audit protocols and state and federal regulations.

5% Performs administrative functions including recruiting, hiring and selecting new staff, and prepares probation reports and individual development plans.

5% Attends and participates in work-groups, conferences, and meetings to develop recommendations to Branch management to enhance, streamline, and/or improve the application of rules/regulations governing the administration of the AFDC-FC program.

**SUPERVISING GOVERNMENTAL AUDITOR I COMPENENCIES**

Knowledge and experience in applying general accounting and auditing principles and procedures; knowledge of the foster care statute and regulations; familiarity with departmental structure; and the ability to work effectively with county placement agencies, foster care providers, and representatives of provider associations.

Ability to identify and resolve complex issues, be detail-oriented, and be able to work well independently as well as a team member.

Adhere to existing laws and regulations pertaining to confidentiality of information and apply the appropriate levels of discretion.

Ability to lead diverse staff, foster collaboration and mutual respect while achieving Department goals.

Ability to communicate orally and in writing in a well-organized, accurate, clear, and concise manner.

Competent with MS Office (Word, Excel, Power Point, and Outlook) and familiar with QuickBooks and/or similar accounting software.

Ability to review financial audit reports prepared by Certified Public Accountants and identifies any areas of weaknesses or potential concerns.

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B. SUPERVISION RECEIVED:

The Supervising Governmental Auditor I receives general direction from the Bureau Chief (SGA II).

C. ADMINISTRATIVE RESPONSIBILITY:

Assists the Bureau Chief with managerial/administrative responsibility in organizing and directing the day-to-day operations of the Bureau, including organizational structure, internal procedures, workload organization, and monitoring/evaluating Bureau progress and product results.

D. PERSONAL CONTACTS:

The SGA I will interact on a daily basis with all levels of Department staff, Foster Care providers, Foster Care Rates Bureau staff, Community Care Licensing, Legal, county placement agencies, foster care providers, and representatives of foster care provider associations.

E. ACTIONS AND CONSEQUENCES:

Poor judgment, direction, and decisions made by the SGA I could result in the Department providing inaccurate information, inconsistent application of auditing procedures and policies and being unsuccessful in Administrative Hearings

F. OTHER INFORMATION:

The job requires travel within the State.