



POSITION DUTY STATEMENT

Division: Executive Division	Classification Title: 4161 Senior Management Auditor
Branch: Audits Branch	Working Title: Audit Manager
Unit: Audits Office	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 035-4161-001	CBID/Bargaining Unit: S01
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This 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 appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 11/27/2019

Direction Statement and General Description of Duties: Under the general direction of the Supervising Management Auditor, the incumbent manages staff in the International Registration Plan (IRP) Audit Section 1, who are responsible for conducting sensitive complex audits. This position requires travel up to 10% of the time, including overnight stays and out-of-state trips. The duties include but are not limited to the following:	
Percentage and Essential/Marginal Functions:	
35%	(E)



POSITION DUTY STATEMENT

	Plan, organize, and direct, the on-site audits and desk audits of carriers participating in the IRP, Unified Carriers Registration, and audits of selected intrastate carriers referred from law enforcement agencies to assure compliance with registration laws and regulations. This includes providing general direction to subordinate supervisors and auditors. Ensure all changes in IRP Plan and audit processes are implemented per instruction. Coach and mentor staff as needed to ensure quality of audits are performed and to foster a collaborative work environment.
25%	(E) Perform liaison with DMV managers, Audit Managers in other states, industry officials, carrier management or agents, district attorneys, and ranking law enforcement officials on matters relating to IRP and intrastate audits. The issues include requests to assist in investigations, explaining audit policies and procedures, and resolution of problems.
20%	(E) Review completed reports and supporting workpapers for compliance with audit standards. Issue audit reports on the results of the audits and which contain recommendations for improving compliance with IRP rules and regulations and requests for payment of additional funds owed DMV.
10%	(E) Represent the department in hearings relating to IRP audit matters. Perform other duties as required.
10%	(M) Process information received from other jurisdictions resulting from their audit activity to bill for additional sums due DMV or make refunds. Present audit topics at staff meeting.

Supervision Received: The Senior Management Auditor reports and receives direction from the Supervising Management Auditor.

Supervision Exercised and Staff Numbers: The Senior Management Auditor directly supervises two (2) Staff Management Auditors and indirectly supervises eight (8) subordinate Staff Services Management Auditor/Associate Management Auditors.



DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

035-4161-001

Physical Requirements: Primarily sedentary for extended period of time; to operate a computer terminal; give presentations; and participate at meetings; hearings, conferences, and workshops. Ability to communicate effectively with internal/external customers in person and over the telephone. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level. Occasional bending/stooping, and occasional lifting up to 20 pounds. Requires up to 10% statewide travel including overnight travel and out-of-state travel.

Special Requirements: Requires a valid driver license and must pass fingerprint clearances before hire. Knowledge of audit standards, principles and practices of organizational management, accounting, information systems, and auditing. Experience leading audit teams, reviewing work papers, and conducting external audits is desired. Ability to plan, organize, and direct the on-site audits and desk audits of external audits.

Personal Contacts: This position will interact with departmental staff, all levels of management, attorneys, other IRP jurisdictions, and other government agency staff via telephone, email, in person, or written correspondence as needed. Interactions may be informative, sensitive, confidential, or general in nature.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



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Supervision Received:



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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