



☐ CURRENT
☒ PROPOSED

DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Associate Management Auditor				Associate Management Auditor	
BRANCH					
Legal, Audits, and Charters					
DIVISION				OFFICE	
Audits and Investigations				Internal Audits Unit	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	2	5186, 3913	174-025-4159-xxx	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the direction of the Senior Management Auditor, the Associate Management Auditor (AMA), independently, as part of a team, or as a lead auditor, performs comprehensive and/or detailed audits, reviews, advisory services, and examinations of the California Department of Education's (CDE) internal operations and controls, activities, programs, and allegations of employee misconduct or fraud. The AMA position is responsible for performing audit procedures in accordance with the International Standards for the Professional Practice of Internal Auditing. The AMA is the full journey-level classification of the auditor series.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to a Senior Management Auditor within the Audits and Investigation Division and will often work under the guidance of a lead auditor to complete audit assignments.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The auditor will sit for long periods while working remotely at home or in an office cubicle inside a high-rise building, equipped with artificial light, temperature control, standard office equipment, and a computer with various software programs. The auditor may travel state-wide via car or plane, up to 25%, including overnight stays, must be able to walk through airport terminals with luggage and work equipment/documents, and adjust to varying conditions at audit sites.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 45

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Independently or as part of a team, perform all phases of complex audits, reviews, investigations, examinations, or advisory services engagement work, including planning, fieldwork, and reporting in a professional manner and in accordance with applicable audit standards. In accordance with the approved audit or engagement program, the auditor will conduct interviews and meetings with pertinent staff and managers; obtain, examine, analyze, and test documents; evaluate audited processes, systems, and controls for compliance with applicable federal, state, and departmental laws, regulations, and policies; prepare applicable working papers to support work accomplished utilizing various software applications; develop audit findings and recommendations supported by the workpapers documented; and prepare clear, concise, and comprehensive audit or engagement reports/memos. Ensure work is completed within predetermined budgeted hours, properly supported, and when appropriate, sufficient to enable an expression of opinion or conclusion.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Consider, plan, develop, and discuss with the Senior Management Auditor the objectives, scope, and anticipated results for assigned audits, reviews, examinations, investigations, or advisory services. Research and document applicable laws, regulations, policies, procedures, accepted industry standards, or other applicable measures. Consider the design and degree of audit procedures necessary to fulfill assignment objectives, and create and document an audit program in consultation with the Senior Management Auditor. Recommend to the Senior Management Auditor and/or lead auditor throughout the engagement, any needed revisions to the engagement program or approach as well as inform them of any progress, proposed additional review areas, and other factors affecting the operation and timeliness of the preparation of engagement reports, management letters, memos, and other responses. Prepare written reports of work accomplished for CDE management delineating the assignment's objectives, scope of work performed, significant operational deficiencies identified, and a recommended course of action.

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Assist or make oral or written presentations to the engagement entity management, discussing audit findings, recommending corrective actions, and suggesting improvements in operations. Conduct necessary follow-up on report recommendations as assigned to ensure prompt corrective action by the audited entity.

When assigned as lead auditor, under guidance from the Senior Management Auditor, coordinate audit or engagement tasks, assist in reviewing working papers for clarity and accuracy, assist in training new auditors in developing findings and recommendations, completing the work paper package, and preparing engagement reports, management letters, and memos.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Meet the continuing professional education requirements of auditing standards, and maintain technical competence in conducting audits and audit-related assignments. Conduct other audit-related services and job-related duties as specified and approved by the Senior Management Auditor.		

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Perform other special assignments as directed by Audits and Investigations Division management in support of division operations. Conduct other routine required tasks related to on-going engagement activities including time reporting, travel claims and reports, and staff meetings, as directed.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The incumbent must have knowledge of: (1) Education-related laws and regulations, (2) the State Administrative Manual, (3) the State Contracting Manual, (4) statistical sampling methods, (5) Generally Accepted Accounting Principles, (6) Generally Accepted Government Auditing Standards, and (7) International Standards for the Professional Practice of Internal Auditing.

Staff are required to work within the core business hours of Monday through Friday, 9:00 am - 4:00 pm.

PERSONAL CONTACTS

The Associate Management Auditor is in contact with internal and external managers and personnel.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Staff Services Management Auditor				Staff Services Management Auditor	
BRANCH					
Legal, Audits, and Charters					
DIVISION				OFFICE	
Audits and Investigations				Internal Audits Unit	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	2	5186	174-025-5841	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the close supervision of a Senior Management Auditor, the Staff Services Management Auditor (SSMA), with the assistance of a lead auditor, performs comprehensive and/or detailed audits, reviews, and examinations of the California Department of Education's (CDE) internal operations, activities, internal controls, and allegations of employee misconduct or fraud. The SSMA position is responsible for performing audit procedures in accordance with the International Standards for the Professional Practice of Internal Auditing. The SSMA is an entry-level position. The incumbent performs the following duties:					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to a Senior Management Auditor within the Audits and Investigation Division and will often work under the guidance of a lead auditor to complete audit assignments.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The auditor will sit for long periods while working remotely at home or in an office cubicle inside a high-rise building, equipped with artificial light, temperature control, standard office equipment, and a computer with various software programs. The auditor may travel state-wide via car or plane, up to 25%, including overnight stays, must be able to walk through airport terminals with luggage and work equipment/documents, and adjust to varying conditions at audit sites.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Assist with performing complex audits, reviews, examinations, or advisory services engagement work in a timely and professional manner in accordance with the audit program and applicable audit standards. In accordance with the approved audit or engagement program, the auditor will conduct or participate in interviews and meetings with pertinent staff and managers; obtain, examine, analyze, and test documents, notes, and/or reports; evaluate audited processes, systems, and controls for compliance with applicable federal, state, and departmental laws, regulations, and policies; and prepare applicable working papers to support work accomplished utilizing various software applications; assist in developing audit findings and recommendations supported by the workpapers documented; and assist in the preparation of clear, concise, and comprehensive audit or engagement reports/memos. Ensure work is completed within predetermined budgeted hours and is properly supported.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Assist the audit lead and Senior Management Auditor with planning and developing objectives, scope, and anticipated results for assigned audits, reviews, examinations, or advisory services. Research and document applicable laws, regulations, policies, procedures, accepted industry standards, or other applicable measures for examination and testing purposes. Consider the design and degree of audit procedures necessary to fulfill assignment objectives, and assist in creating and documenting audit programs in consultation with the Senior Management Auditor. Assist with the preparation of written reports of work accomplished for CDE management, delineating the assignment objectives, scope of work performed, significant operational deficiencies identified, and a recommended course of action.

Relative % of Time Required: 10

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Assist in making oral or written presentations to the engagement entity management, discussing audit findings, recommending corrective actions, and suggesting improvements in operations. Conduct necessary follow-up on report recommendations as assigned to ensure prompt corrective action by the audited entity.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Meet the continuing professional education requirements of auditing standards, and maintain technical competence in conducting audits and audit-related assignments. Conduct other audit-related services and job-related duties as specified and approved by the Senior Management Auditor.		

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Perform other special assignments as directed by Audits and Investigations Division management in support of division operations. Conduct other routine required tasks related to on-going engagement activities including time reporting, travel claims and reports, and staff meetings, as directed.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Must be proficient in Microsoft Office products, such as Word and Excel.

PERSONAL CONTACTS

The Staff Services Management Auditor is in contact with internal and external managers and personnel.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor