

☒	Current
☐	Proposed

Classification / Working Title Auditor I	Employee Name
Position Number 018-011-4175-XXX	Supervisor Name / Classification Visha Rai / Staff Management Auditor
Division / Branch / Unit Executive / Audit Office	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/exec/legaloffice/
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.	
Division / Branch / DAA Information: The Audit Office performs internal and external auditing for the California Department of Food and Agriculture (CDFA). This position is responsible for assisting the Audit Chief, Assistant Audit Chief or lead auditors in completing complex auditing and assurance engagements for the CDFA. The complex auditing and assurance engagements include audits of federally funded awards administered by various CDFA Divisions and Programs. The external auditing includes traveling to various counties, District Agricultural Associations (DAAs) and non-profit organizations, and auditing invoiced expenses to local source documents and compliance with various laws and regulations regarding the proper submission of invoices for cost reimbursement against federal awards. The internal auditing engagements and programs would include evaluating and determining the fiscal integrity and monitoring of internal controls by various CDFA Programs through ongoing audits, reviews and consultations. The purpose of which is to provide assurance that revenues are properly expended in accordance with legislated mandates, state assets are properly safeguarded and compliance with the various policies, laws and regulations is occurring.	
Position Identification: Under the supervision of the Staff Management Auditor with guidance from the Assistant Audit Chief, the incumbent will perform scheduled audits. In completing these engagements, the auditor works independently and performs the full range of Auditor I duties. The Auditor I works with highly confidential information that could have an impact on the Executive Office. This position works closely with a variety of individuals in the organizations and within the Department and, as such, is expected to establish and maintain effective professional working relationships with all contacts. This position requires knowledge and an understanding of all accounting systems; electronic and manual data processing systems; and the accounting standards, such as Generally Accepted Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP) and Generally Accepted Government Auditing Standards (GAGAS); as well as government laws, rules and regulations.	

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Special Requirements:

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| ☒ Conflict of Interest Filer (Form 700) | ☒ California Driver's License |
| ☐ Medical Clearance | ☒ Travel Required over 10% - Employer Pull Notice (EPN) Required |
| ☐ License / Certificate Required | ☒ Field Work: <u>35</u> % |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |
| ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:

45%	Perform Audits - Perform financial, compliance and performance audits of various accounting systems, such as operation of the District Agricultural Associations (DAA's), Departmental programs, various counties and an evaluation of the Department's internal control structure. - Work closely with a Lead Auditor with more complex audits by performing the less complex tasks. - Apply an understanding of accounting and auditing principles, such as Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP) when performing financial, compliance and performance audits. - Perform compliance audits that provide on-the-job training and will provide practical experience in the application of government rules and regulations. - Develop the scope of audits and apply audit techniques to determine means of verification and amount of testing necessary. - Develop working papers that support the sections audited. - Travel, up to 35% of the time, including to various locations difficult to access via public transit and rideshare, to perform audits; may include overnight travel by various modes of transportation, including driving.
40%	Report Writing - Write clear and concise audit and special reports summarizing findings and recommendations ensuring they are reasonable and properly documented. - Write correspondence explaining provisions and application of laws, and discussing audit procedures, findings and recommendations with the organizations and Departmental personnel.
10%	Research Activities Research, develop and document audit procedures and other assurance testing techniques.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

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Work Environment and Equipment Used:

The office environment is equipped with standard office equipment: desk, chair, filing cabinets, phone with voicemail and a computer with various software. This position requires up to 35% travel by various modes of transportation and overnight stays.

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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CC: Employee
Official Personnel File
Supervisor's Drop File