

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 830-402-4159-800	Date:
Class: Associate Management Auditor (Working Title: Senior Internal Auditor)	Name:
Under the general direction of the Senior Management Auditor, the Associate Management Auditor works in the Program Review and Audits Unit and is responsible for program analysis and audit functions for the California Department of Veterans Affairs (CalVet). This position requires the incumbent maintain consistent and regular attendance, communicate effectively (orally and in writing) 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 departmental policies and procedures regarding attendance, leave, and conduct. Ability to work independently, research, and analyze information from multiple sources and make effective recommendations. An in-depth understanding of the Global Internal Audit Standards (GIAS) promulgated by The Institute of Internal Auditors (IIA); Government Auditing Standards (GAS); and other standards of profession is required. The incumbent is expected to adhere to appropriate professional ethics and core values of the audit profession. The incumbent must exercise due professional care of diligence, critical analysis and skepticism in discharging responsibilities. The incumbent must have the ability to apply the standards within the form and format prescribed by the Program Review and Audits Unit and requires the ability to use word processing and spreadsheet software and/or an electronic work paper solution. Travel statewide and possible irregular work hours as required. Specific duties include, but are not limited to:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Independently plan, design, and perform internal operational and internal control audits of CalVet operations. Act as a lead auditor on small to medium audits and coordinate work assigned to staff from the programs, divisions, or Homes. Audits include medical and/or management/financial field audits, the examination of purchasing and other financial business records to determine compliance with Department requirements. Follow the authoritative guidance contained in law, State Administrative Manual, policies, contracts, agreements, and control agency delegations. Adhere to policies and procedures, the IIA GIAS, the GAS, and applicable industry standards. Independently prepare audit work papers with sufficient, reliable, relevant, and useful documentation to support findings and conclusions and documents audit methodologies. Prepare accurate, objective, clear, concise, constructive, complete, and timely working papers and audit reports, including supporting schedules and charts, with recommendations to improve controls and achieve operational efficiency and effectiveness. Manage time to complete the audit assignment efficiently.
25%	Assist with the more complex and difficult audits in scope, risk, and duration to assess internal controls, and increase business compliance, efficiencies, and revenue or revenue potential. Actively monitor audit recommendations for corrective action and resolution for final disposition.
20%	Conduct meetings/interviews with auditees and staff, Department management staff, and various state program representatives. Document discussions held and incorporate into working papers, where necessary. Brainstorm and work with division contacts to prepare for audit assignments and complete corrective actions. Create or update templates, including audit work programs, as applicable.
10%	Work with the Audit Chief to collect and analyze data to determine risk factors and risk assessment statistics for coordination and submission of the State Leadership Accountability Act (SLAA) report. Where applicable, assist with special consulting projects assigned.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-402-4159-800	Date:
Class: Associate Management Auditor (Working Title: Senior Internal Auditor)	Name:

PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Agency to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 830-402-5841-005	Date:
Class: Staff Services Management Auditor (Working Title: Internal Auditor)	Name:
Under the general direction of the Senior Management Auditor and/or lead auditor, the Staff Services Management Auditor will perform at an entry level of the series, learning and developing appropriate skills and procedures while working in the Program Review and Audits Unit for the California Department of Veterans Affairs (CalVet). This position requires the incumbent maintain consistent and regular attendance, communicate effectively (orally and in writing) 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 departmental policies and procedures regarding attendance, leave, and conduct. Ability to work as a team member to research and analyze information from multiple sources and make effective recommendations. Develop an understanding of the Global Internal Audit Standards (GIAS) promulgated by The Institute of Internal Auditing (IIA); Government Auditing Standards (GAS); and other standards of profession is required. The incumbent is expected to adhere to appropriate professional ethics and core values of the audit profession. The incumbent will learn to apply the standards within the form and format prescribed by the Program Review and Audits Unit and requires the ability to use word processing and spreadsheet software and/or an electronic work paper solution. Travel statewide and possible irregular work hours as required. Specific duties include, but are not limited to:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Assist in the internal operational and internal control audits of CalVet operations. Coordinate audit requests made from the programs, divisions, or Homes. Audits include medical and/or management/financial field audits, the examination of purchasing and other financial business records to determine compliance with Department requirements. Follow the authoritative guidance contained in law, State Administrative Manual, policies, contracts, agreements, and control agency delegations. Adhere to policies and procedures, the IIA GIAS, the GAS, and applicable industry standards. Assist in preparing audit work papers with sufficient, reliable, relevant, and useful documentation to support findings and conclusions and documents audit methodologies. Prepare accurate, objective, clear, concise, constructive, complete, and timely working papers and audit reports, including supporting schedules and charts, with recommendations to improve controls and achieve operational efficiency and effectiveness. Manage time to complete the audit assignment efficiently.
25%	Assist the Senior Management Auditor and/or lead auditor with the more complex and difficult audits in scope, risk, and duration to assess internal controls, and increase business compliance, efficiencies, and revenue or revenue potential. Actively monitor audit recommendations for corrective action and resolution for final disposition.
20%	Participate in meetings/interviews with auditees and staff, Department management staff, and various state program representatives. Document discussions held and incorporate into working papers, where necessary. Assist in the creation or updating of workpaper templates, audit work programs, as applicable.
10%	Take required trainings to build competency. Where applicable, assist with special consulting projects assigned by the Senior Management Auditor.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-402-5841-005		Date:			
Class: Staff Services Management Auditor (Working Title: Internal Auditor)		Name:			
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Agency to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____