

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Senior Management Auditor	<i>Audit Manager</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-316-4161-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
ARMSRS/Audits Section 2	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Audit and Evaluation	Supervising Management Auditor
BRANCH:	REVISION DATE:
Labor Data and Compliance	3/12/2024
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional overnight statewide travel may be required.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general direction of the Supervising Management Auditor of the Audits, Risk Management, and Survey Research (ARMSR) Section, the incumbent manages the operation of an audit section within the Division and, in some instances, directly supervises staff completing highly complex, sensitive, and/or confidential assignments and external audit coordination functions. Assignments directly supervised or conducted by an audit section include audits to determine program effectiveness, efficiency, and compliance with applicable laws and regulations; assessments of fiscal programs, information technology systems, and operational controls; special studies of programs and systems; financial audits; and Post-Implementation Evaluation Reviews. Results of each assignment, including recommendations for program improvements, are communicated to various levels of Employment Development Department (EDD) management. The incumbent is a member of the Division senior management team and in that role contributes to identifying the audit and evaluation needs of EDD; planning and assigning the Division's workload; developing policies and procedures; and identifying and implementing strategies for increasing the efficiency and effectiveness of the Division's work.	

In addition, the incumbent adheres to the audit standards and Code of Ethics for Internal Auditors promulgated by the Institute of Internal Auditors (IIA) and General Accountability Office (GAO). The incumbent also demonstrates personal skill and initiative in communications and work habits; completes assignments in a timely and efficient manner within the form and format prescribed by the Division; supervises staff in accordance with State and EDD policies, and adheres to EDD policies regarding attendance, leave, conduct and appearance.

Percentage of Duties	Essential Functions
45%	Manages the operation of an audit section. Provides leadership and support to supervisors and staff in developing, preparing, and executing audits and evaluations in accordance with Division policies and applicable standards including GAO and IIA Standards, and Department of Finance requirements. Provides technical advice regarding the application of professional auditing standards to specific assignments. Ensures EDD management stays informed of the progress of assignments. Reviews completed audit and evaluations to ensure objectives and professional standards are met and reports, including findings and recommendations, are clear, concise, complete, and fairly presented. Shares results through effective oral presentations with EDD management, other state agencies, and the Legislature; monitors and manages section performance against its workplan. Oversees the strategic coordination of external audit activities and timely provision of requested information, and monitoring the progress of external audits.
40%	Supervises subordinates' performance and completes administrative functions. Meets regularly with subordinates individually, in teams, and as a unit to monitor performance and provide information and guidance. Communicates and implements EDD and Division policies and procedures to ensure all subordinates are informed of and comply with those policies and procedures. Evaluates subordinates' performance on a regular basis including preparing annual performance appraisals and probation reports. Reviews and approves annual training plans; takes appropriate corrective action to ensure subordinates meet work requirements; participates in recruiting and selecting Division staff. Recruits and selects audit staff in consultation with supervisors and the Division Chief. Communicates to Division management problems, policies, procedures, and other general concerns that could affect the Division; administers leave and reporting attendance for subordinates under his/her direction. Approves travel expense claims; and reviews and approves State car usage, equipment usage, telephone usage, and other relevant State matters. Provides direct management of audits classified as very complex, highly sensitive, or confidential.

10%	Provides technical guidance to staff performing audits and evaluations. Ensures assignments are designed and conducted in accordance with Division policies and applicable standards (including GAO and IIA Standards, and Department of Finance requirements). Reviews working papers, Finding Development and Review Sheets, and summaries of preliminary results to ensure that project objectives and professional standards are met and staff has completed all required work. Prepares and/or reviews draft and final reports, and management memorandums to ensure they are clear, concise, complete, and fully supported by evidence. Makes oral presentations on assignments that are clear, concise, and complete; tracks staff time, costs, and progress to ensure timely and efficient completion of assignments within the form and format prescribed by the Division.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other: <i>Click here to enter text.</i>	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
Directly - 2 Staff Management Auditor, Indirectly - 6 Associate Management Auditors and/or Staff Services Management Auditors	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:

Civil Service Classification
Senior Management Auditor

Position Number
280-316-4161-XXX

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification & Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	JMB	8/31/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file