

Position Details

Classification:

Associate Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Associate Inspector General

Location:

Sacramento

Position Number:

288-100-4159-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the direction of the OIG-HSR Supervising Management Auditor, the Associate Management Auditor is responsible for proficiently and independently handling complex, difficult, and sensitive inspections, evaluations, reviews, audits, and investigations (engagements), and presenting findings to management. The incumbent performs engagements to provide oversight of highly technical areas, including the High-Speed Rail Authority's (Authority) parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations for the California high-speed rail project (Project). The position develops knowledge and understanding of the Generally Accepted Government Auditing Standards (GAGAS) as well as Principles and Standards for Offices of Inspector General. The position assists in annual risk assessments and engagement planning processes, assists with engagement and OIG-HSR program quality reviews, assists supervisors in staff development, and may function in a lead capacity with lower-level staff. Staff in this position must exercise exceptional professional judgment, professional ethical behavior, integrity, and a commitment to fostering and promoting accountability and integrity in government.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E) Ensures that fieldwork associated with assigned engagement objectives is completed effectively, in a timely manner, and consistent with professional standards:
- Reviews accounts, records, and reports of Authority operations and evaluates their compliance with state and federal laws, rules, regulations, and policy.

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- Conducts interviews with Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information.
- Performs analyses to evaluate the effectiveness and efficiency of the Authority's plans and operations, including in technical areas such as the Authority's parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations.
- Uses investigative and forensic audit techniques to gather and assess evidence related to alleged wrongdoing including potential violations of laws, rules and regulations, policies and procedures, or other abuses that impact negatively on the ability of the Authority to carry out its duties effectively and efficiently.
- Analyzes the reliability of electronic data and other evidence.
- Documents and tests internal controls to evaluate the design and effectiveness of the Authority's internal control system, including at the organizational and functional levels.
- Develops logical, easily understood work papers to document the steps taken to perform the engagement, analysis and conclusions, and recommendations.

- 25% (E) Ensures that reports regarding the results of engagement objectives are timely, compelling, and compliant with professional standards:
- Develops thorough findings and recommendations to identify and correct deficiencies in the Authority's management of the Project.
 - Drafts clear, succinct, and compelling reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining to complex and technical subject matter using language easily understood by a member of the public. Provides adequate support for all report findings, conclusions, and recommendations.
 - Presents findings and recommendations to management within OIG-HSR and the Authority in a clear and compelling manner.
 - As directed by the Inspector General or Chief Deputy Inspector General, presents the results of engagements to other external stakeholders such as Legislative committees.
 - Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

- 20% (E) Ensures that engagements are properly planned to achieve objectives in a timely manner and in compliance with professional standards:
- Gathers and analyzes relevant information such as laws, regulations, organization charts, policies and procedures, and prior audit reports.
 - Performs preliminary assessments of Authority programs, operations,

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policies, and procedures, including cost and schedule estimates, cost and schedule controls, risk management, change order management, and economic benefit and projected ridership calculations.

- Evaluates risk of fraud, waste, abuse, mismanagement, and other factors relevant to the engagement by observing and understanding the Authority's operations and applying professional standards and capital project management best practices.
- Develops risk-based objectives and procedures for complex audits, investigations, and other engagements.
- Provides clear and well-supported budget estimates for work to be performed.
- Participates as a team member in annual risk assessments and the development of the OIG-HSR work plan.

15% (E) Contributes to the development and continuous improvement of the OIG-HSR and its staff.

- Develops and continually improves subject matter expertise in highly technical areas such as construction cost estimates and controls, project and risk management, and large project cost-benefit calculations through ongoing training, certification programs, regular reviews of industry standards and developments, and practice comparisons with other large construction projects.
- Enhances technical skills related to auditing, inspections, evaluations, reviews, and investigations through participating in OIG-HSR's continuing education training program.
- Assists OIG-HSR leadership in improving research tools and technical support for auditors and investigators.
- Reviews and analyzes state and federal laws, regulations, and policies to determine risk impact on OIG-HSR and the Authority.
- Acts as an engagement team leader when assigned and advises the OIG-HSR leadership of engagement activities.
- Reviews engagement documentation for compliance with relevant professional standards, completeness, and accuracy.
- Trains and assists other auditors and investigators in developing findings and recommendations, preparing work papers and performing analysis, and preparing engagement reports.

5% (M)

- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
- Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Elementary statistics; organization and management in the public and private sector, current trends, and problems in governmental management; principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.

Ability to: Conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities; make investigations of accounting and financial organization procedures and problems; communicate effectively; and analyze data and take effective action.

Desirable Qualifications

- Objectivity, impartiality, sound judgment, and a high degree of integrity.
- Ability to exercise due professional care, including professional skepticism and diligence in completing engagements in accordance with professional standards and ethical principles.
- High degree of confidentiality for sensitive issues.
- Ability to engage in respectful communication with all stakeholders.
- Ability to work independently and as part of a team, think strategically, manage change, provide innovative solutions to complex, technical, and politically sensitive problems, and respond effectively to feedback.
- Ability to work effectively under pressure and to ensure timely completion of tasks within the stipulated hours and milestones.
- Ability to apply the required knowledge; establish and maintain assignment priorities; consult with and advise administrators and other interested parties on a variety of subject-matter areas.
- Ability to speak and write effectively, and to follow oral and written directions. Strong interpersonal and communication skills, and ability to provide engagement results, in a fair and balanced manner.
- Ability to establish and maintain cooperative working relationships with Authority experts, including Governor-appointed functional directors that oversee key

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functions, such as rail, strategic delivery, infrastructure delivery, engineering, environmental services, real property, planning and sustainability, and risk management.

- Ability to develop subject matter expertise in and to critically evaluate one or more highly technical functional areas, including cost estimation techniques, project scheduling systems, economic benefit calculations, and the federal guidance and industry standards upon which these are based.
- Knowledge of government auditing standards, as well as various approaches and methodologies for performing effective reviews of agency operations.
- Knowledge of professional standards for investigations, inspections, evaluations, and reviews.
- Skill to perform investigatory work, and plan, organize, and direct investigations.
- Ability to use a computer, Microsoft Word, Excel, Outlook, and Teams.
- Knowledge of the organization and functions of California state government, particularly those functions directly affecting the High-Speed Rail project.
- Knowledge of applicable laws, regulations, policies, requirements, and guidelines.
- Knowledge of and experience evaluating practices for organizational management, project management, and internal controls.
- Knowledge of transportation capital project operations and processes, including risk management, project controls, procurement and contract oversight processes, economic benefit calculations, and funding strategies.
- Knowledge of contracting and procurement laws, regulations, and practices.
- Knowledge of accounting systems, contract invoicing and billing, and overhead cost rates.
- Experience developing engagement plans, conducting fieldwork on performance audits, reviews, or investigations, developing audit reports, and presenting findings to stakeholders, including audited entities.

Supervision Exercised Over Others

This position does not supervise but may function in a lead capacity.

Public and Internal Contacts

Maintains professional external working relationships with Authority executives, managers, staff, and consultants. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors may have a significant impact on the internal and external operations of the department. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position between the hours of 7am and 6pm, Monday – Friday. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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Position Details

Classification:

Associate Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Associate Inspector General

Location:

Fresno

Position Number:

288-100-4159-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

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Incumbent Printed Name:	Signature:	Date:
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Supervisor Printed Name:	Signature:	Date:
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Position Details

Classification:

Associate Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Associate Inspector General

Location:

Los Angeles

Position Number:

288-100-4159-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

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Full-Time

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- Reviews engagement documentation for compliance with relevant professional standards, completeness, and accuracy.
- Trains and assists other auditors and investigators in developing findings and recommendations, preparing work papers and performing analysis, and preparing engagement reports.

5% (M)

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License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Elementary statistics; organization and management in the public and private sector, current trends, and problems in governmental management; principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.

Ability to: Conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities; make investigations of accounting and financial organization procedures and problems; communicate effectively; and analyze data and take effective action.

Desirable Qualifications

- Objectivity, impartiality, sound judgment, and a high degree of integrity.
- Ability to exercise due professional care, including professional skepticism and diligence in completing engagements in accordance with professional standards and ethical principles.
- High degree of confidentiality for sensitive issues.
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- Ability to speak and write effectively, and to follow oral and written directions. Strong interpersonal and communication skills, and ability to provide engagement results, in a fair and balanced manner.
- Ability to establish and maintain cooperative working relationships with Authority experts, including Governor-appointed functional directors that oversee key

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functions, such as rail, strategic delivery, infrastructure delivery, engineering, environmental services, real property, planning and sustainability, and risk management.

- Ability to develop subject matter expertise in and to critically evaluate one or more highly technical functional areas, including cost estimation techniques, project scheduling systems, economic benefit calculations, and the federal guidance and industry standards upon which these are based.
- Knowledge of government auditing standards, as well as various approaches and methodologies for performing effective reviews of agency operations.
- Knowledge of professional standards for investigations, inspections, evaluations, and reviews.
- Skill to perform investigatory work, and plan, organize, and direct investigations.
- Ability to use a computer, Microsoft Word, Excel, Outlook, and Teams.
- Knowledge of the organization and functions of California state government, particularly those functions directly affecting the High-Speed Rail project.
- Knowledge of applicable laws, regulations, policies, requirements, and guidelines.
- Knowledge of and experience evaluating practices for organizational management, project management, and internal controls.
- Knowledge of transportation capital project operations and processes, including risk management, project controls, procurement and contract oversight processes, economic benefit calculations, and funding strategies.
- Knowledge of contracting and procurement laws, regulations, and practices.
- Knowledge of accounting systems, contract invoicing and billing, and overhead cost rates.
- Experience developing engagement plans, conducting fieldwork on performance audits, reviews, or investigations, developing audit reports, and presenting findings to stakeholders, including audited entities.

Supervision Exercised Over Others

This position does not supervise but may function in a lead capacity.

Public and Internal Contacts

Maintains professional external working relationships with Authority executives, managers, staff, and consultants. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors may have a significant impact on the internal and external operations of the department. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position between the hours of 7am and 6pm, Monday – Friday. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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Position Details

Classification:

Associate Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Associate Inspector General

Location:

San Jose

Position Number:

288-100-4159-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the direction of the OIG-HSR Supervising Management Auditor, the Associate Management Auditor is responsible for proficiently and independently handling complex, difficult, and sensitive inspections, evaluations, reviews, audits, and investigations (engagements), and presenting findings to management. The incumbent performs engagements to provide oversight of highly technical areas, including the High-Speed Rail Authority's (Authority) parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations for the California high-speed rail project (Project). The position develops knowledge and understanding of the Generally Accepted Government Auditing Standards (GAGAS) as well as Principles and Standards for Offices of Inspector General. The position assists in annual risk assessments and engagement planning processes, assists with engagement and OIG-HSR program quality reviews, assists supervisors in staff development, and may function in a lead capacity with lower-level staff. Staff in this position must exercise exceptional professional judgment, professional ethical behavior, integrity, and a commitment to fostering and promoting accountability and integrity in government.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E) Ensures that fieldwork associated with assigned engagement objectives is completed effectively, in a timely manner, and consistent with professional standards:
- Reviews accounts, records, and reports of Authority operations and evaluates their compliance with state and federal laws, rules, regulations, and policy.

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- Conducts interviews with Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information.
- Performs analyses to evaluate the effectiveness and efficiency of the Authority's plans and operations, including in technical areas such as the Authority's parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations.
- Uses investigative and forensic audit techniques to gather and assess evidence related to alleged wrongdoing including potential violations of laws, rules and regulations, policies and procedures, or other abuses that impact negatively on the ability of the Authority to carry out its duties effectively and efficiently.
- Analyzes the reliability of electronic data and other evidence.
- Documents and tests internal controls to evaluate the design and effectiveness of the Authority's internal control system, including at the organizational and functional levels.
- Develops logical, easily understood work papers to document the steps taken to perform the engagement, analysis and conclusions, and recommendations.

- 25% (E) Ensures that reports regarding the results of engagement objectives are timely, compelling, and compliant with professional standards:
- Develops thorough findings and recommendations to identify and correct deficiencies in the Authority's management of the Project.
 - Drafts clear, succinct, and compelling reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining to complex and technical subject matter using language easily understood by a member of the public. Provides adequate support for all report findings, conclusions, and recommendations.
 - Presents findings and recommendations to management within OIG-HSR and the Authority in a clear and compelling manner.
 - As directed by the Inspector General or Chief Deputy Inspector General, presents the results of engagements to other external stakeholders such as Legislative committees.
 - Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

- 20% (E) Ensures that engagements are properly planned to achieve objectives in a timely manner and in compliance with professional standards:
- Gathers and analyzes relevant information such as laws, regulations, organization charts, policies and procedures, and prior audit reports.
 - Performs preliminary assessments of Authority programs, operations,

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policies, and procedures, including cost and schedule estimates, cost and schedule controls, risk management, change order management, and economic benefit and projected ridership calculations.

- Evaluates risk of fraud, waste, abuse, mismanagement, and other factors relevant to the engagement by observing and understanding the Authority's operations and applying professional standards and capital project management best practices.
- Develops risk-based objectives and procedures for complex audits, investigations, and other engagements.
- Provides clear and well-supported budget estimates for work to be performed.
- Participates as a team member in annual risk assessments and the development of the OIG-HSR work plan.

15% (E) Contributes to the development and continuous improvement of the OIG-HSR and its staff.

- Develops and continually improves subject matter expertise in highly technical areas such as construction cost estimates and controls, project and risk management, and large project cost-benefit calculations through ongoing training, certification programs, regular reviews of industry standards and developments, and practice comparisons with other large construction projects.
- Enhances technical skills related to auditing, inspections, evaluations, reviews, and investigations through participating in OIG-HSR's continuing education training program.
- Assists OIG-HSR leadership in improving research tools and technical support for auditors and investigators.
- Reviews and analyzes state and federal laws, regulations, and policies to determine risk impact on OIG-HSR and the Authority.
- Acts as an engagement team leader when assigned and advises the OIG-HSR leadership of engagement activities.
- Reviews engagement documentation for compliance with relevant professional standards, completeness, and accuracy.
- Trains and assists other auditors and investigators in developing findings and recommendations, preparing work papers and performing analysis, and preparing engagement reports.

5% (M)

- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
- Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Elementary statistics; organization and management in the public and private sector, current trends, and problems in governmental management; principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.

Ability to: Conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities; make investigations of accounting and financial organization procedures and problems; communicate effectively; and analyze data and take effective action.

Desirable Qualifications

- Objectivity, impartiality, sound judgment, and a high degree of integrity.
- Ability to exercise due professional care, including professional skepticism and diligence in completing engagements in accordance with professional standards and ethical principles.
- High degree of confidentiality for sensitive issues.
- Ability to engage in respectful communication with all stakeholders.
- Ability to work independently and as part of a team, think strategically, manage change, provide innovative solutions to complex, technical, and politically sensitive problems, and respond effectively to feedback.
- Ability to work effectively under pressure and to ensure timely completion of tasks within the stipulated hours and milestones.
- Ability to apply the required knowledge; establish and maintain assignment priorities; consult with and advise administrators and other interested parties on a variety of subject-matter areas.
- Ability to speak and write effectively, and to follow oral and written directions. Strong interpersonal and communication skills, and ability to provide engagement results, in a fair and balanced manner.
- Ability to establish and maintain cooperative working relationships with Authority experts, including Governor-appointed functional directors that oversee key

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functions, such as rail, strategic delivery, infrastructure delivery, engineering, environmental services, real property, planning and sustainability, and risk management.

- Ability to develop subject matter expertise in and to critically evaluate one or more highly technical functional areas, including cost estimation techniques, project scheduling systems, economic benefit calculations, and the federal guidance and industry standards upon which these are based.
- Knowledge of government auditing standards, as well as various approaches and methodologies for performing effective reviews of agency operations.
- Knowledge of professional standards for investigations, inspections, evaluations, and reviews.
- Skill to perform investigatory work, and plan, organize, and direct investigations.
- Ability to use a computer, Microsoft Word, Excel, Outlook, and Teams.
- Knowledge of the organization and functions of California state government, particularly those functions directly affecting the High-Speed Rail project.
- Knowledge of applicable laws, regulations, policies, requirements, and guidelines.
- Knowledge of and experience evaluating practices for organizational management, project management, and internal controls.
- Knowledge of transportation capital project operations and processes, including risk management, project controls, procurement and contract oversight processes, economic benefit calculations, and funding strategies.
- Knowledge of contracting and procurement laws, regulations, and practices.
- Knowledge of accounting systems, contract invoicing and billing, and overhead cost rates.
- Experience developing engagement plans, conducting fieldwork on performance audits, reviews, or investigations, developing audit reports, and presenting findings to stakeholders, including audited entities.

Supervision Exercised Over Others

This position does not supervise but may function in a lead capacity.

Public and Internal Contacts

Maintains professional external working relationships with Authority executives, managers, staff, and consultants. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors may have a significant impact on the internal and external operations of the department. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position between the hours of 7am and 6pm, Monday – Friday. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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Position Details

Classification:

Staff Services Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Staff Inspector General

Location:

Sacramento

Position Number:

288-100-5841-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the close supervision of a Senior Inspector General, the Staff Services Management Auditor proficiently and individually or as part of a team handles sensitive inspections, evaluations, reviews, audits, and investigations (engagements), and presents findings to management. These engagements, in general, provide oversight of highly technical areas, including the High-Speed Rail Authority's (Authority) parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations for the California high-speed rail project (Project). Incumbents are at the entry level for the classification and show an aptitude for developing special skills and experience in auditing generally and one or more of these technical areas specifically. Incumbents also have demonstrated strong analytical abilities. Staff in this position are expected to develop knowledge and understanding of the Generally Accepted Government Auditing Standards (GAGAS) as well as Principles and Standards for Offices of Inspector General. Staff in this position must have excellent writing, interpersonal, and communication skills and be able to follow oral and written directions. Incumbents also may assist in annual risk assessments and engagement planning processes and assist with engagement and OIG-HSR program quality reviews. Staff in this position must exercise exceptional professional judgment, professional ethical behavior, integrity, and a commitment to fostering and promoting accountability and integrity in government.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E) Under direction and supervision, ensures that fieldwork associated with assigned engagement objectives is completed effectively, in a timely manner, and consistent with professional standards:

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- Reviews accounts, records, and reports of Authority operations and assists in evaluating their compliance with state and federal laws, rules, regulations, and policy.
- Assists in interviewing Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information. May conduct lower complexity interviews independently.
- With direction and training, performs analyses to evaluate the effectiveness and efficiency of the Authority's plans and operations.
- As applicable and appropriate, learns and assists in applying investigative and forensic audit techniques to gather and assess evidence related to alleged wrongdoing including potential violations of laws, rules and regulations, policies, and procedures, or other abuses that impact negatively on the ability of the Authority to carry out its duties effectively and efficiently.
- Assists in analyzing the reliability of evidence collected.
- Documents and tests internal controls to support evaluation of the design and effectiveness of the Authority's internal control system, including at the organizational and functional levels.
- With direction and training, develops logical, easily understood work papers to document the steps taken to perform the engagement, analysis and conclusions, and recommendations.

- 25% (E) Contributes to the development of reports regarding the results of engagement objectives that are timely, compelling, and compliant with professional standards:
- Assists in developing thorough findings and recommendations to identify and correct deficiencies in the Authority's management of the Project.
 - Assists with drafting clear, succinct, and compelling reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining to complex and technical subject matter using language easily understood by a member of the public. Provides adequate support for all report findings, conclusions, and recommendations.
 - Assists in presenting findings and recommendations to management within OIG-HSR and HSRA, and to other stakeholders as directed by the Inspector General or Chief Deputy Inspector General.
 - Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

- 25% (E) Supports proper planning of engagements to achieve objectives in a timely manner and in compliance with professional standards:

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- Gathers and analyzes relevant information such as laws, regulations, organization charts, policies and procedures, and prior audit reports.
- With training and direction, performs preliminary assessments of Authority programs, operations, policies, and procedures, including cost and schedule estimates, cost and schedule controls, risk management, change order management, and economic benefit and projected ridership calculations.
- Assists in the evaluation of risk of fraud, waste, abuse, mismanagement, and other factors relevant to the engagement by observing and understanding the Authority's operations and applying professional standards and capital project management best practices.
- Assists in the development of risk-based objectives and procedures for complex audits, investigations, and other engagements.
- Assists in developing clear and well-supported budget estimates for work to be performed.
- Participates as a team member in annual risk assessments and the development of the OIG-HSR work plan.

10% (E) Contributes to the development and continuous improvement of the OIG-HSR and its staff.

- Develops and continually improves subject matter expertise in highly technical areas—such as construction cost estimates and controls, project and risk management, large project cost-benefit calculations—through ongoing training, certification programs, regular reviews of industry standards and developments, and practice comparisons with other large construction projects.
- Enhances technical skills related to auditing, inspections, evaluations, reviews, and investigations through participating in OIG-HSR's continuing education training program.
- Assists in reviewing and analyzing state and federal laws, regulations, and policies to determine risk impact on OIG-HSR and HSRA.

5% (M)

- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
- Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles and practices of organizational management, accounting, and auditing.

Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.

Desirable Qualifications

- Objectivity, impartiality, sound judgment, and a high degree of integrity.
- With supervision and training, ability to exercise due professional care, including professional skepticism and diligence in completing engagements in accordance with professional standards and ethical principles.
- High degree of confidentiality for sensitive issues.
- Ability to engage in respectful communication with all stakeholders.
- Ability to work independently, with supervision, as well as in a collaborative team environment.
- Ability to think strategically, manage change, help develop solutions to complex problems, and respond effectively to feedback.
- Ability to work effectively under pressure and to ensure timely completion of tasks within the stipulated hours and milestones.
- Ability to learn and apply required knowledge; establish and maintain assignment priorities; analyze problems, including complex issues, and help develop effective courses of action; consult with and advise OIG-HSR management.
- Ability to provide engagement results, both verbally and in writing, in a fair and balanced manner.
- Ability to establish and maintain cooperative working relationships with Authority experts and staff.
- Ability to learn and consistently apply government auditing standards, as well as various approaches and methodologies for performing effective reviews of agency operations.
- Ability to develop thorough knowledge of professional standards for investigations, inspections, evaluations, and reviews.

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- Ability to speak and write effectively.
- Ability to use a personal computer, Microsoft Word, Excel, Outlook, and Teams.

Supervision Exercised Over Others

This position does not supervise.

Public and Internal Contacts

Maintains professional external working relationships with Authority executives, managers, staff, and consultants. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

The incumbent receives instruction and direction regarding the scope of and approach to projects or assignments, but the most effective incumbent increasingly demonstrates independence and ownership over procedures and techniques as they progress through the ranges. Errors may have a significant impact on the internal and external operations of the department. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position between the hours of 7am and 6pm, Monday – Friday. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

Position Details

Classification:

Staff Services Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Staff Inspector General

Location:

Fresno

Position Number:

288-100-5841-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the close supervision of a Senior Inspector General, the Staff Services Management Auditor proficiently and individually or as part of a team handles sensitive inspections, evaluations, reviews, audits, and investigations (engagements), and presents findings to management. These engagements, in general, provide oversight of highly technical areas, including the High-Speed Rail Authority's (Authority) parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations for the California high-speed rail project (Project). Incumbents are at the entry level for the classification and show an aptitude for developing special skills and experience in auditing generally and one or more of these technical areas specifically. Incumbents also have demonstrated strong analytical abilities. Staff in this position are expected to develop knowledge and understanding of the Generally Accepted Government Auditing Standards (GAGAS) as well as Principles and Standards for Offices of Inspector General. Staff in this position must have excellent writing, interpersonal, and communication skills and be able to follow oral and written directions. Incumbents also may assist in annual risk assessments and engagement planning processes and assist with engagement and OIG-HSR program quality reviews. Staff in this position must exercise exceptional professional judgment, professional ethical behavior, integrity, and a commitment to fostering and promoting accountability and integrity in government.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E) Under direction and supervision, ensures that fieldwork associated with assigned engagement objectives is completed effectively, in a timely manner, and consistent with professional standards:

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- Reviews accounts, records, and reports of Authority operations and assists in evaluating their compliance with state and federal laws, rules, regulations, and policy.
- Assists in interviewing Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information. May conduct lower complexity interviews independently.
- With direction and training, performs analyses to evaluate the effectiveness and efficiency of the Authority's plans and operations.
- As applicable and appropriate, learns and assists in applying investigative and forensic audit techniques to gather and assess evidence related to alleged wrongdoing including potential violations of laws, rules and regulations, policies, and procedures, or other abuses that impact negatively on the ability of the Authority to carry out its duties effectively and efficiently.
- Assists in analyzing the reliability of evidence collected.
- Documents and tests internal controls to support evaluation of the design and effectiveness of the Authority's internal control system, including at the organizational and functional levels.
- With direction and training, develops logical, easily understood work papers to document the steps taken to perform the engagement, analysis and conclusions, and recommendations.

- 25% (E) Contributes to the development of reports regarding the results of engagement objectives that are timely, compelling, and compliant with professional standards:
- Assists in developing thorough findings and recommendations to identify and correct deficiencies in the Authority's management of the Project.
 - Assists with drafting clear, succinct, and compelling reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining to complex and technical subject matter using language easily understood by a member of the public. Provides adequate support for all report findings, conclusions, and recommendations.
 - Assists in presenting findings and recommendations to management within OIG-HSR and HSRA, and to other stakeholders as directed by the Inspector General or Chief Deputy Inspector General.
 - Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

- 25% (E) Supports proper planning of engagements to achieve objectives in a timely manner and in compliance with professional standards:

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- Gathers and analyzes relevant information such as laws, regulations, organization charts, policies and procedures, and prior audit reports.
- With training and direction, performs preliminary assessments of Authority programs, operations, policies, and procedures, including cost and schedule estimates, cost and schedule controls, risk management, change order management, and economic benefit and projected ridership calculations.
- Assists in the evaluation of risk of fraud, waste, abuse, mismanagement, and other factors relevant to the engagement by observing and understanding the Authority's operations and applying professional standards and capital project management best practices.
- Assists in the development of risk-based objectives and procedures for complex audits, investigations, and other engagements.
- Assists in developing clear and well-supported budget estimates for work to be performed.
- Participates as a team member in annual risk assessments and the development of the OIG-HSR work plan.

10% (E) Contributes to the development and continuous improvement of the OIG-HSR and its staff.

- Develops and continually improves subject matter expertise in highly technical areas—such as construction cost estimates and controls, project and risk management, large project cost-benefit calculations—through ongoing training, certification programs, regular reviews of industry standards and developments, and practice comparisons with other large construction projects.
- Enhances technical skills related to auditing, inspections, evaluations, reviews, and investigations through participating in OIG-HSR's continuing education training program.
- Assists in reviewing and analyzing state and federal laws, regulations, and policies to determine risk impact on OIG-HSR and HSRA.

5% (M)

- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
- Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles and practices of organizational management, accounting, and auditing.

Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.

Desirable Qualifications

- Objectivity, impartiality, sound judgment, and a high degree of integrity.
- With supervision and training, ability to exercise due professional care, including professional skepticism and diligence in completing engagements in accordance with professional standards and ethical principles.
- High degree of confidentiality for sensitive issues.
- Ability to engage in respectful communication with all stakeholders.
- Ability to work independently, with supervision, as well as in a collaborative team environment.
- Ability to think strategically, manage change, help develop solutions to complex problems, and respond effectively to feedback.
- Ability to work effectively under pressure and to ensure timely completion of tasks within the stipulated hours and milestones.
- Ability to learn and apply required knowledge; establish and maintain assignment priorities; analyze problems, including complex issues, and help develop effective courses of action; consult with and advise OIG-HSR management.
- Ability to provide engagement results, both verbally and in writing, in a fair and balanced manner.
- Ability to establish and maintain cooperative working relationships with Authority experts and staff.
- Ability to learn and consistently apply government auditing standards, as well as various approaches and methodologies for performing effective reviews of agency operations.
- Ability to develop thorough knowledge of professional standards for investigations, inspections, evaluations, and reviews.

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- Ability to speak and write effectively.
- Ability to use a personal computer, Microsoft Word, Excel, Outlook, and Teams.

Supervision Exercised Over Others

This position does not supervise.

Public and Internal Contacts

Maintains professional external working relationships with Authority executives, managers, staff, and consultants. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

The incumbent receives instruction and direction regarding the scope of and approach to projects or assignments, but the most effective incumbent increasingly demonstrates independence and ownership over procedures and techniques as they progress through the ranges. Errors may have a significant impact on the internal and external operations of the department. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position between the hours of 7am and 6pm, Monday – Friday. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

Position Details

Classification:

Staff Services Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Staff Inspector General

Location:

Los Angeles

Position Number:

288-100-5841-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the close supervision of a Senior Inspector General, the Staff Services Management Auditor proficiently and individually or as part of a team handles sensitive inspections, evaluations, reviews, audits, and investigations (engagements), and presents findings to management. These engagements, in general, provide oversight of highly technical areas, including the High-Speed Rail Authority's (Authority) parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations for the California high-speed rail project (Project). Incumbents are at the entry level for the classification and show an aptitude for developing special skills and experience in auditing generally and one or more of these technical areas specifically. Incumbents also have demonstrated strong analytical abilities. Staff in this position are expected to develop knowledge and understanding of the Generally Accepted Government Auditing Standards (GAGAS) as well as Principles and Standards for Offices of Inspector General. Staff in this position must have excellent writing, interpersonal, and communication skills and be able to follow oral and written directions. Incumbents also may assist in annual risk assessments and engagement planning processes and assist with engagement and OIG-HSR program quality reviews. Staff in this position must exercise exceptional professional judgment, professional ethical behavior, integrity, and a commitment to fostering and promoting accountability and integrity in government.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E) Under direction and supervision, ensures that fieldwork associated with assigned engagement objectives is completed effectively, in a timely manner, and consistent with professional standards:

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- Reviews accounts, records, and reports of Authority operations and assists in evaluating their compliance with state and federal laws, rules, regulations, and policy.
- Assists in interviewing Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information. May conduct lower complexity interviews independently.
- With direction and training, performs analyses to evaluate the effectiveness and efficiency of the Authority's plans and operations.
- As applicable and appropriate, learns and assists in applying investigative and forensic audit techniques to gather and assess evidence related to alleged wrongdoing including potential violations of laws, rules and regulations, policies, and procedures, or other abuses that impact negatively on the ability of the Authority to carry out its duties effectively and efficiently.
- Assists in analyzing the reliability of evidence collected.
- Documents and tests internal controls to support evaluation of the design and effectiveness of the Authority's internal control system, including at the organizational and functional levels.
- With direction and training, develops logical, easily understood work papers to document the steps taken to perform the engagement, analysis and conclusions, and recommendations.

- 25% (E) Contributes to the development of reports regarding the results of engagement objectives that are timely, compelling, and compliant with professional standards:
- Assists in developing thorough findings and recommendations to identify and correct deficiencies in the Authority's management of the Project.
 - Assists with drafting clear, succinct, and compelling reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining to complex and technical subject matter using language easily understood by a member of the public. Provides adequate support for all report findings, conclusions, and recommendations.
 - Assists in presenting findings and recommendations to management within OIG-HSR and HSRA, and to other stakeholders as directed by the Inspector General or Chief Deputy Inspector General.
 - Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

- 25% (E) Supports proper planning of engagements to achieve objectives in a timely manner and in compliance with professional standards:

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- Gathers and analyzes relevant information such as laws, regulations, organization charts, policies and procedures, and prior audit reports.
- With training and direction, performs preliminary assessments of Authority programs, operations, policies, and procedures, including cost and schedule estimates, cost and schedule controls, risk management, change order management, and economic benefit and projected ridership calculations.
- Assists in the evaluation of risk of fraud, waste, abuse, mismanagement, and other factors relevant to the engagement by observing and understanding the Authority's operations and applying professional standards and capital project management best practices.
- Assists in the development of risk-based objectives and procedures for complex audits, investigations, and other engagements.
- Assists in developing clear and well-supported budget estimates for work to be performed.
- Participates as a team member in annual risk assessments and the development of the OIG-HSR work plan.

10% (E) Contributes to the development and continuous improvement of the OIG-HSR and its staff.

- Develops and continually improves subject matter expertise in highly technical areas—such as construction cost estimates and controls, project and risk management, large project cost-benefit calculations—through ongoing training, certification programs, regular reviews of industry standards and developments, and practice comparisons with other large construction projects.
- Enhances technical skills related to auditing, inspections, evaluations, reviews, and investigations through participating in OIG-HSR's continuing education training program.
- Assists in reviewing and analyzing state and federal laws, regulations, and policies to determine risk impact on OIG-HSR and HSRA.

5% (M)

- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
- Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles and practices of organizational management, accounting, and auditing.

Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.

Desirable Qualifications

- Objectivity, impartiality, sound judgment, and a high degree of integrity.
- With supervision and training, ability to exercise due professional care, including professional skepticism and diligence in completing engagements in accordance with professional standards and ethical principles.
- High degree of confidentiality for sensitive issues.
- Ability to engage in respectful communication with all stakeholders.
- Ability to work independently, with supervision, as well as in a collaborative team environment.
- Ability to think strategically, manage change, help develop solutions to complex problems, and respond effectively to feedback.
- Ability to work effectively under pressure and to ensure timely completion of tasks within the stipulated hours and milestones.
- Ability to learn and apply required knowledge; establish and maintain assignment priorities; analyze problems, including complex issues, and help develop effective courses of action; consult with and advise OIG-HSR management.
- Ability to provide engagement results, both verbally and in writing, in a fair and balanced manner.
- Ability to establish and maintain cooperative working relationships with Authority experts and staff.
- Ability to learn and consistently apply government auditing standards, as well as various approaches and methodologies for performing effective reviews of agency operations.
- Ability to develop thorough knowledge of professional standards for investigations, inspections, evaluations, and reviews.

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- Ability to speak and write effectively.
- Ability to use a personal computer, Microsoft Word, Excel, Outlook, and Teams.

Supervision Exercised Over Others

This position does not supervise.

Public and Internal Contacts

Maintains professional external working relationships with Authority executives, managers, staff, and consultants. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

The incumbent receives instruction and direction regarding the scope of and approach to projects or assignments, but the most effective incumbent increasingly demonstrates independence and ownership over procedures and techniques as they progress through the ranges. Errors may have a significant impact on the internal and external operations of the department. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

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Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position between the hours of 7am and 6pm, Monday – Friday. Specific schedules will be set between the supervisor and the employee.
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- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

Position Details

Classification:

Staff Services Management Auditor

Office:

Office of Inspector General, High-Speed Rail (OIG-HSR)

Working Title:

Staff Inspector General

Location:

San Jose

Position Number:

288-100-5841-804

HR Approval Date/Initials:

2/13/26 MH

**CBID/Bargaining
Unit:** R01

**Work Week
Group:** 2

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the close supervision of a Senior Inspector General, the Staff Services Management Auditor proficiently and individually or as part of a team handles sensitive inspections, evaluations, reviews, audits, and investigations (engagements), and presents findings to management. These engagements, in general, provide oversight of highly technical areas, including the High-Speed Rail Authority's (Authority) parametric cost estimates, cost controls, project schedules, risk management, change order management, and economic benefit and projected ridership calculations for the California high-speed rail project (Project). Incumbents are at the entry level for the classification and show an aptitude for developing special skills and experience in auditing generally and one or more of these technical areas specifically. Incumbents also have demonstrated strong analytical abilities. Staff in this position are expected to develop knowledge and understanding of the Generally Accepted Government Auditing Standards (GAGAS) as well as Principles and Standards for Offices of Inspector General. Staff in this position must have excellent writing, interpersonal, and communication skills and be able to follow oral and written directions. Incumbents also may assist in annual risk assessments and engagement planning processes and assist with engagement and OIG-HSR program quality reviews. Staff in this position must exercise exceptional professional judgment, professional ethical behavior, integrity, and a commitment to fostering and promoting accountability and integrity in government.

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Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date: