

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Audits and Inspections Section		DIVISION Departmental Affairs Division			
CIVIL SERVICE CLASSIFICATION TITLE Associate Management Auditor		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-036-4159-XXX		CURRENT DATE 10/24/2024			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the Staff Management Auditor, the Associate Management Auditor is responsible for independently conducting compliance audits, but may also conduct internal control risk assessments, and the related internal accounting, administrative, information technology, and automated systems control audits. The Associate Management Auditor will conduct financial audits and operational reviews of departmental offices and programs, and may be requested to assist in investigations of individuals or entities where fraud or abuse is suspected for the Audits and Inspections Section (AIS).

SUPERVISION RECEIVED

The Associate Management Auditor reports directly to and receives the majority of their assignments from the Staff Management Auditor. However, direction and assignments may also come from the Senior Management Auditor, Captain, Lieutenant, or the Inspector General.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

The position requires extensive fieldwork with overnight travel of up to 25 percent throughout the State of California and may include working long and irregular hours.

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

50%	Conduct, review, analyze, and evaluate compliance audits and internal risk control assessments, including the related internal accounting, administrative, information technology, and automated systems control audits, in accordance with statutory requirements of the State Administrative Manual (SAM) to evaluate the Department's compliance with applicable state and departmental policies and procedures. Develop and implement the required audit programs. Continuously gather and analyze data and other material utilizing audit techniques and analytical skills. Prepare and complete the required audit working papers and reports for all assignments. Serve as a lead auditor and/or inspector in conducting internal, complex audit assignments. Perform other assignments as directed or requested by the Executive or the AIS management.
30%	Provide assistance and consultation to audit clients and management. As requested, perform financial and operational audits and/or reviews of departmental offices and programs and assist in investigations of individuals or entities where fraud or abuse is suspected. Prepare and complete the fraud/error reporting to external agencies in accordance with the SAM.
10%	Assist with the biennial State Leadership and Accountability Act reporting and also assist in developing the AIS Audits and Inspections Plan based on risk assessments.
5%	Represent the Audits Unit in meetings with committees, Office of Primary Interest, or other offices. May be designated to represent the Department in meetings with control agencies. Attend seminars, workshops, and training classes designed to enhance professional skills in auditing and knowledge of management controls, accountability, and government business practices. Provide technical assistance on administrative functions for the AIS.

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The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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CURRENT

COMMAND/ORGANIZATIONAL UNIT Audits and Inspections Section		DIVISION Departmental Affairs Division			
CIVIL SERVICE CLASSIFICATION TITLE Staff Services Management Auditor		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-036-5841-XXX		CURRENT DATE 10/24/2024			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION
Under the close supervision of the Staff Management Auditor (SMA), the Staff Services Management Auditor is responsible for conducting and/or assisting compliance audits, but may also conduct and or assist internal control risk assessments, and the related internal accounting, administrative, information technology, and automated systems control audits. The Staff Services Management Auditor will conduct and/or assist financial audits and operational reviews of departmental offices and programs, and may be requested to assist in investigations of individuals or entities where fraud or abuse is suspected for the Audits and Inspections Section (AIS).

SUPERVISION RECEIVED
The Staff Services Management Auditor reports directly to and receives the majority of their assignments from the Staff Management Auditor. However, direction and assignments may also come from the Senior Management Auditor, Captain, Lieutenant, or the Inspector General.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
The position requires extensive fieldwork with overnight travel of up to 25 percent throughout the State of California and may include working long and irregular hours.

SPECIAL PERSONAL CHARACTERISTICS
Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Serve as an auditor and/or inspector in conducting internal, less complex audit assignments and assist the Associate Management Auditor in conducting internal, more complex audit assignments. Conduct and/or assist, review, analyze, and evaluate compliance audits and internal risk control assessments, including the related internal accounting, administrative, information technology, and automated systems control audits, in accordance with statutory requirements of the State Administrative Manual (SAM) to evaluate the Department's compliance with applicable state and departmental policies and procedures. Develop and implement the required audit programs. Continuously gather and analyze data and other material utilizing audit techniques and analytical skills. Prepare and complete the required audit working papers and reports for all assignments. Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.
30%	With assistance, provide consultation to audit clients and management. As requested, conduct and/or assist financial and operational audits and/or reviews of departmental offices and programs and assist in investigations of individuals or entities where fraud or abuse is suspected. Prepare and complete the fraud/error reporting to external agencies in accordance with the SAM.
10%	Assist with the biennial State Leadership and Accountability Act reporting and also assist in developing the AIS Audits and Inspections Plan based on risk assessments.
5%	Represent the Audits Unit in meetings with committees, Office of Primary Interest, or other offices. May be designated to represent the Department in meetings with control agencies. Attend seminars, workshops, and training classes designed to enhance professional skills in auditing and knowledge of management controls, accountability, and government business

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practices. Provide technical assistance on administrative functions for the AIS.

Non-Essential Functions

5% Perform other duties within the scope of the classification as assigned.

TOTAL 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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