

Position Details

Classification:

Staff Management Auditor (Specialist)

Office/Branch:

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

Working Title:

Inspector General Specialist

Location:

Sacramento

Position Number:

288-100-4160-002

HR Approval Date/Initials:

2/11/2026/MH

**CBID/Bargaining
Unit:** E48

**Work Week
Group:** E

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the general direction of the OIG-HSR Supervising Management Auditor, the Staff Management Auditor is responsible for conducting the most complex, difficult, and sensitive inspections, evaluations, reviews, audits, and investigations (engagements), addressed by the OIG-HSR under its statutory authority and responsibilities. The incumbent works with a high degree of independence when performing 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). Although not supervisory in nature, the position may require the incumbent to serve as the lead OIG-HSR member on engagements for discrete periods of time, including the review of other staff's work. Similarly, the incumbent independently leads critical discussions about the results of engagements with High-Speed Rail Authority management and external stakeholders of the OIG-HSR. The position also assists in annual risk assessments and engagement planning processes, OIG-HSR program quality reviews, and general staff development, sometimes in a lead role. The incumbent accomplishes the above through demonstrated knowledge and mastery of the *Generally Accepted Government Auditing Standards* (GAGAS) and *Principles and Standards for Offices of Inspector General*, as well as 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)

- 40% (E) Under general direction of a Senior Inspector General, works to plan, organize, and direct OIG-HSR engagements with all relevant professional standards:
- Develops and executes strategies for planning components of OIG-HSR engagements with the highest technical complexity and sensitivity.
 - Ensures that planned engagement procedures are commensurate with underlying risk to the high-speed rail project and the OIG-HSR. As part of that process, 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.
 - Conducts the most complex elements of staff-level work on engagements. In doing so, reviews and evaluates records and accounts, performs analyses of the effectiveness and efficiency of the Authority's plans and operations, and uses investigative and forensic auditing techniques to reach well supported conclusions.
 - Analyzes the reliability of electronic data and other evidence.
 - Conducts interviews with Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information.
 - Performs the above tasks with a high degree of independence and with minimal direct oversight, producing work products that are logical, easily understood, and demonstrate compliance with all relevant standards to reviewers.
 - Independently presents the results of engagements to the Authority to ensure accuracy and obtain perspective.
- 20% (E) Ensures that reports regarding the results of engagement objectives are timely, compelling, and compliant with professional standards:
- Independently develops thorough, documented findings to identify deficiencies in the Authority's management of the Project.
 - Using appropriate judgment and a broader understanding of the high-speed rail project, develops and drafts practical recommendations that address the root causes of issues identified. Proposes these recommendations to OIG-HSR management and, as appropriate, Authority leadership.
 - With minimal coaching and oversight, drafts clear, succinct, and compelling written products, including reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining

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to complex and technical subject matter using language easily understood by a member of the public.

- As directed by the Inspector General or Chief Deputy Inspector General, presents the results of engagements to other external stakeholders such as Legislative committees.

20% (E) Serves in a lead or decision-making capacity in support of key OIG-HSR processes and initiatives.

- As directed by OIG-HSR management, assumes lead responsibilities for engagement teams during periods including planning, fieldwork, and reporting.
- Oversees staff to ensure plans are in place for the thorough and timely completion of work, monitors staff's progress, and helps adjust plans and strategies as needed. Communicates with staff to identify challenges and opportunities, and with management to convey that information, along with proposed actions.
- Reviews staff work to ensure accuracy and compliance with professional standards, including objectivity and independence.
- During engagements, coaches staff to ensure feedback on work and areas for continued development are shared constructively.
- Assists OIG-HR strategic and administrative goals by assessing and communicating areas of development for staff, as well as identifying potential training resources.
- Serves as a representative for OIG-HSR in public facing initiatives, including promoting the work of the office and supporting and participating in recruitment efforts for audits and reviews staff.
- Takes a lead role in OIG-HSR's annual risk assessment process by analyzing collected information to revise and update the office's quantitative risk assessments and propose responsive actions to be reflected in its annual work plan.
- Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

15% (E) Develops and applies subject-matter specialization in furtherance of the OIG-HSR's oversight responsibilities.

- As directed by OIG-HSR management, develops specialized expertise in one or more highly technical areas of high-speed rail oversight, including parametric and bottom-up capital expenditure estimates, project and scheduling management, and megaproject risk mitigation.
- Performs guided and independent research to identify best practices and emerging research in relevant areas, including through attending

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professional training opportunities and reviewing technical publications.

- Applies developed expertise through recurring assignments to projects with applicable subject matter, including conducting engagements, assessing Authority efforts to implement recommendations, developing resources for use by OIG-HSR, and peer training.
- 5% (M)
- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
 - Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
 - 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:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

Knowledge of: Principles and practices of organizational management, accounting, and auditing. 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. Principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing; program budgeting.

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Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government; 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; analyze data and take effective action; plan, organize and direct the work of a small group of auditors engaged in management audits, assume responsibility for complex audit studies; understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.

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 in time-sensitive and complex environments.
- Experience leading small groups or reviewing the work of others and providing feedback for professional development.
- Experience in and ability to work effectively and as part of a team.
- Ability to think strategically, exhibit flexibility in the face of shifting priorities, manage organizational 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 functions, such as rail, strategic delivery, infrastructure delivery, engineering, environmental services, real property, planning and sustainability, and risk management.
- Experience providing formal briefings, presentations, or testimony to executives or elected officials regarding the results of engagements.
- Knowledge of or certification in one or more highly technical functional areas, including cost estimation techniques, project scheduling systems, project

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controls, economic benefit calculations, and federal guidance and industry standards in the transportation or construction sectors.

- Knowledge of public contracting and procurement requirements, laws, regulations, and practices, including methods for preventing or detecting fraud, waste, and abuse.
- Experience overseeing or conducting formal risk assessments, including those related to project oversight, in order to objectively and clearly describe and quantify threats to project goals and evaluate mitigation efforts.
- 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 lead or 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, regulation, policies, requirements, and guidelines.
- Knowledge of and experience evaluating practices for organizational management, project management, and internal controls. Knowledge of accounting systems, contract invoicing and billing, and overhead cost rates.
- Experience as lead party in 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. The incumbent will have occasional contact with Legislators and legislative staff, and the Governor's Office. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

This position is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. 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.

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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. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.

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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Staff Management Auditor (Specialist)

Office/Branch:

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

Working Title:

Inspector General Specialist

Location:

Fresno

Position Number:

288-100-4160-002

HR Approval Date/Initials:

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**CBID/Bargaining
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**Work Week
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Type:		Language:		

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- High degree of confidentiality for sensitive issues.
- Ability to engage in respectful communication with all stakeholders.
- Ability to work independently in time-sensitive and complex environments.
- Experience leading small groups or reviewing the work of others and providing feedback for professional development.
- Experience in and ability to work effectively and as part of a team.
- Ability to think strategically, exhibit flexibility in the face of shifting priorities, manage organizational change, provide innovative solutions to complex, technical, and politically sensitive problems, and respond effectively to feedback.
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Incumbent Printed Name:	Signature:	Date:
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Supervisor Printed Name:	Signature:	Date:
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Staff Management Auditor (Specialist)

Office/Branch:

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

Working Title:

Inspector General Specialist

Location:

San Jose

Position Number:

288-100-4160-002

HR Approval Date/Initials:

2/11/2026/MH

**CBID/Bargaining
Unit:** E48

**Work Week
Group:** E

Tenure:
Permanent

Time Base:
Full-Time

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- As directed by OIG-HSR management, assumes lead responsibilities for engagement teams during periods including planning, fieldwork, and reporting.
- Oversees staff to ensure plans are in place for the thorough and timely completion of work, monitors staff's progress, and helps adjust plans and strategies as needed. Communicates with staff to identify challenges and opportunities, and with management to convey that information, along with proposed actions.
- Reviews staff work to ensure accuracy and compliance with professional standards, including objectivity and independence.
- During engagements, coaches staff to ensure feedback on work and areas for continued development are shared constructively.
- Assists OIG-HR strategic and administrative goals by assessing and communicating areas of development for staff, as well as identifying potential training resources.
- Serves as a representative for OIG-HSR in public facing initiatives, including promoting the work of the office and supporting and participating in recruitment efforts for audits and reviews staff.
- Takes a lead role in OIG-HSR's annual risk assessment process by analyzing collected information to revise and update the office's quantitative risk assessments and propose responsive actions to be reflected in its annual work plan.
- Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

15% (E) Develops and applies subject-matter specialization in furtherance of the OIG-HSR's oversight responsibilities.

- As directed by OIG-HSR management, develops specialized expertise in one or more highly technical areas of high-speed rail oversight, including parametric and bottom-up capital expenditure estimates, project and scheduling management, and megaproject risk mitigation.
- Performs guided and independent research to identify best practices and emerging research in relevant areas, including through attending

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professional training opportunities and reviewing technical publications.

- Applies developed expertise through recurring assignments to projects with applicable subject matter, including conducting engagements, assessing Authority efforts to implement recommendations, developing resources for use by OIG-HSR, and peer training.
- 5% (M)
- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
 - Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
 - 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:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

Knowledge of: Principles and practices of organizational management, accounting, and auditing. 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. Principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing; program budgeting.

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Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government; 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; analyze data and take effective action; plan, organize and direct the work of a small group of auditors engaged in management audits, assume responsibility for complex audit studies; understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.

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 in time-sensitive and complex environments.
- Experience leading small groups or reviewing the work of others and providing feedback for professional development.
- Experience in and ability to work effectively and as part of a team.
- Ability to think strategically, exhibit flexibility in the face of shifting priorities, manage organizational 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 functions, such as rail, strategic delivery, infrastructure delivery, engineering, environmental services, real property, planning and sustainability, and risk management.
- Experience providing formal briefings, presentations, or testimony to executives or elected officials regarding the results of engagements.
- Knowledge of or certification in one or more highly technical functional areas, including cost estimation techniques, project scheduling systems, project

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controls, economic benefit calculations, and federal guidance and industry standards in the transportation or construction sectors.

- Knowledge of public contracting and procurement requirements, laws, regulations, and practices, including methods for preventing or detecting fraud, waste, and abuse.
- Experience overseeing or conducting formal risk assessments, including those related to project oversight, in order to objectively and clearly describe and quantify threats to project goals and evaluate mitigation efforts.
- 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 lead or 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, regulation, policies, requirements, and guidelines.
- Knowledge of and experience evaluating practices for organizational management, project management, and internal controls. Knowledge of accounting systems, contract invoicing and billing, and overhead cost rates.
- Experience as lead party in 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. The incumbent will have occasional contact with Legislators and legislative staff, and the Governor's Office. Employees must handle all situations and communications tactfully and respectfully.

Responsibility for Decisions and Consequence of Error

This position is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. 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.

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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. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position.
- c. Travel: Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.

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 Management Auditor (Specialist)

Office/Branch:

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

Working Title:

Inspector General Specialist

Location:

Los Angeles

Position Number:

288-100-4160-002

HR Approval Date/Initials:

2/11/2026/MH

**CBID/Bargaining
Unit:** E48

**Work Week
Group:** E

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under the general direction of the OIG-HSR Supervising Management Auditor, the Staff Management Auditor is responsible for conducting the most complex, difficult, and sensitive inspections, evaluations, reviews, audits, and investigations (engagements), addressed by the OIG-HSR under its statutory authority and responsibilities. The incumbent works with a high degree of independence when performing 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). Although not supervisory in nature, the position may require the incumbent to serve as the lead OIG-HSR member on engagements for discrete periods of time, including the review of other staff's work. Similarly, the incumbent independently leads critical discussions about the results of engagements with High-Speed Rail Authority management and external stakeholders of the OIG-HSR. The position also assists in annual risk assessments and engagement planning processes, OIG-HSR program quality reviews, and general staff development, sometimes in a lead role. The incumbent accomplishes the above through demonstrated knowledge and mastery of the *Generally Accepted Government Auditing Standards* (GAGAS) and *Principles and Standards for Offices of Inspector General*, as well as 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)

- 40% (E) Under general direction of a Senior Inspector General, works to plan, organize, and direct OIG-HSR engagements with all relevant professional standards:
- Develops and executes strategies for planning components of OIG-HSR engagements with the highest technical complexity and sensitivity.
 - Ensures that planned engagement procedures are commensurate with underlying risk to the high-speed rail project and the OIG-HSR. As part of that process, 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.
 - Conducts the most complex elements of staff-level work on engagements. In doing so, reviews and evaluates records and accounts, performs analyses of the effectiveness and efficiency of the Authority's plans and operations, and uses investigative and forensic auditing techniques to reach well supported conclusions.
 - Analyzes the reliability of electronic data and other evidence.
 - Conducts interviews with Authority staff and partners including contracted subject matter experts to gather and evaluate relevant evidence and technical information.
 - Performs the above tasks with a high degree of independence and with minimal direct oversight, producing work products that are logical, easily understood, and demonstrate compliance with all relevant standards to reviewers.
 - Independently presents the results of engagements to the Authority to ensure accuracy and obtain perspective.
- 20% (E) Ensures that reports regarding the results of engagement objectives are timely, compelling, and compliant with professional standards:
- Independently develops thorough, documented findings to identify deficiencies in the Authority's management of the Project.
 - Using appropriate judgment and a broader understanding of the high-speed rail project, develops and drafts practical recommendations that address the root causes of issues identified. Proposes these recommendations to OIG-HSR management and, as appropriate, Authority leadership.
 - With minimal coaching and oversight, drafts clear, succinct, and compelling written products, including reports, memoranda, and briefing documents related to engagements performed. Explains engagement methodology, findings, and recommendations pertaining

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to complex and technical subject matter using language easily understood by a member of the public.

- As directed by the Inspector General or Chief Deputy Inspector General, presents the results of engagements to other external stakeholders such as Legislative committees.

20% (E) Serves in a lead or decision-making capacity in support of key OIG-HSR processes and initiatives.

- As directed by OIG-HSR management, assumes lead responsibilities for engagement teams during periods including planning, fieldwork, and reporting.
- Oversees staff to ensure plans are in place for the thorough and timely completion of work, monitors staff's progress, and helps adjust plans and strategies as needed. Communicates with staff to identify challenges and opportunities, and with management to convey that information, along with proposed actions.
- Reviews staff work to ensure accuracy and compliance with professional standards, including objectivity and independence.
- During engagements, coaches staff to ensure feedback on work and areas for continued development are shared constructively.
- Assists OIG-HR strategic and administrative goals by assessing and communicating areas of development for staff, as well as identifying potential training resources.
- Serves as a representative for OIG-HSR in public facing initiatives, including promoting the work of the office and supporting and participating in recruitment efforts for audits and reviews staff.
- Takes a lead role in OIG-HSR's annual risk assessment process by analyzing collected information to revise and update the office's quantitative risk assessments and propose responsive actions to be reflected in its annual work plan.
- Assists in the development of semiannual and annual reports regarding the work of the OIG-HSR.

15% (E) Develops and applies subject-matter specialization in furtherance of the OIG-HSR's oversight responsibilities.

- As directed by OIG-HSR management, develops specialized expertise in one or more highly technical areas of high-speed rail oversight, including parametric and bottom-up capital expenditure estimates, project and scheduling management, and megaproject risk mitigation.
- Performs guided and independent research to identify best practices and emerging research in relevant areas, including through attending

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professional training opportunities and reviewing technical publications.

- Applies developed expertise through recurring assignments to projects with applicable subject matter, including conducting engagements, assessing Authority efforts to implement recommendations, developing resources for use by OIG-HSR, and peer training.
- 5% (M)
- Completes administrative functions including travel claims, time sheets, staff meetings, continuous improvement programs, and required training.
 - Occasional statewide travel may be required to perform on-site reviews or attend meetings and conferences.
 - 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:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

Knowledge of: Principles and practices of organizational management, accounting, and auditing. 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. Principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing; program budgeting.

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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 in time-sensitive and complex environments.
- Experience leading small groups or reviewing the work of others and providing feedback for professional development.
- Experience in and ability to work effectively and as part of a team.
- Ability to think strategically, exhibit flexibility in the face of shifting priorities, manage organizational 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.
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- 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 functions, such as rail, strategic delivery, infrastructure delivery, engineering, environmental services, real property, planning and sustainability, and risk management.
- Experience providing formal briefings, presentations, or testimony to executives or elected officials regarding the results of engagements.
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controls, economic benefit calculations, and federal guidance and industry standards in the transportation or construction sectors.

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- Knowledge of professional standards for investigations, inspections, evaluations, and reviews.
- Skill to lead or 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, regulation, policies, requirements, and guidelines.
- Knowledge of and experience evaluating practices for organizational management, project management, and internal controls. Knowledge of accounting systems, contract invoicing and billing, and overhead cost rates.
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Acknowledgment and Signatures

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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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