

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31176, 31177, 31178	DGS DIVISION / OFFICE or CLIENT AGENCY Executive Office / Office of Audit Services	
UNIT NAME Office of Audit Services	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Staff Services Management Auditor	POSITION NUMBER 306-098-5841-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) 8:00 AM - 5:00 PM / Monday - Friday	TENURE Permanent	
WORKING TITLE Staff Services Management Auditor	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the close supervision of a Staff Management Auditor and as an assistant to the Associate Management Auditor, in a training capacity, the incumbent performs audit and consulting activities that contribute to the improvement of risk management, control and governance processes using a systematic and disciplined approach.

☐ Medical Clearance	☐ Background Clearance	☐ Typing	☒ DMV Pull Notice	☐ Drug Testing
☐ Vehicle Home Storage Permit	☐ Driver's License and Class (specify below in Description)	☐ Certificate (specify below in Description)		
☐ Professional License (specify below in Description)	☐ Other (specify below in Description)			

Telework

The employee must reside in California.

DMV Pull Notice

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	In a training capacity, may travel to state departmental offices, state agencies, local governments or private contractors to perform audits (financial, compliance, operational, and investigative) by conducting audit surveys to gain a quick and broad understanding of the subject, program, area or activity under review; completing audit program work steps which are the specific instructions for carrying out an assignment; identifying, analyzing, evaluating and recording sufficient information to achieve the engagement's objectives; documenting the work performed during an assignment through the completion of working papers; and developing audit findings that clearly present what the audit found, auditor's judgment regarding the finding, what the effect is, why it happened, and

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PERCENTAGE	DESCRIPTION
	how the auditor thinks it should be corrected.
35%	In a training capacity, provide consulting services, which may require travel, to the management of an operation or program within DGS by conducting surveys to gain a quick and broad understanding of the subject, program, area or activity under review; completing program work steps which are the specific instructions for carrying out an assignment; identifying, analyzing, evaluating and recording sufficient information to achieve the engagement's objectives; documenting the work performed during an assignment through the completion of working papers; and developing the results of the engagement in a form based on the nature of the engagement and the needs of the client.
15%	Prepare and submit written draft reports to the engagement's lead auditor by planning, researching, and writing the reports; organizing the report's content ensuring that they include the engagement objectives and scope as well as applicable conclusions, findings and recommendations; and preparing the reports in an accurate, objective, clear, concise, constructive, complete and timely manner in order to effectively communicates the results of the engagement.
5%	Update compliance audit programs by reviewing resource materials, including the State Administrative Manual, Purchasing Authority Manual and State Contracting Manual, in order to ensure that only relevant objectives are examined.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acquire current technical information on audit standards, procedures and computer technology by attending formal training and conducting independent research, in order to enhance knowledge, skills and other competencies.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 50 % of the time to various locations and may include overnight travel by various methods of transportation.

Professional office environment (appropriate attire).

The ability to sit in a normal seated position for extended periods of time.

The ability to carry and use a personal computer and handle stress and deadlines.

The ability to communicate by speaking and writing in a clear and concise manner.

The ability to travel for various audit projects.

DESIRABLE QUALIFICATIONS

Ability to receive and follow direction from supervisors.

Ability to work as part of a team.

Ability to remain professional and calm when confronted by disagreement or dealing with emotionally charged situations.

Ability to perform job duties with good judgment, loyalty, poise and tact.

Proficient computer skills and knowledge of Microsoft Software.

Ability to independently analyze and prepare reports and correspondence.

Knowledge of principles of organizational management, accounting, and auditing.

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Possesses exceptional written and oral communication skills with the ability to present information and express ideas in a clear, confident, and convincing manner.

Experience delegating work assignments with successful outcomes.

Experience working under pressure with multiple responsibilities while maintaining focus on the organization's mission.

Ability to keep required job schedule, follow work rules, and focus attention on details.

Ability to work on confidential and sensitive assignments and consistently exercise a high degree of initiative, independence, and sound judgment in performing assigned tasks.

Ability to establish and maintain collaborative, productive and professional working relationships with departmental leadership, various government entities, and stakeholders.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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