

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Executive	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 103 - 5841 - 003	
DIVISION/UNIT Audit Services/Internal Audits & Data Solutions/Internal Audits	CLASS TITLE Staff Services Management Auditor	
INCUMBENT NAME Vacant	WORKING TITLE Internal Audits Auditor	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under supervision of the Staff Management Auditor, the Staff Services Management Auditor receives on-the-job training in planning, conducting and reporting results of CalSTRS' internal audits. Audit work is performed in accordance with applicable State policies and procedures; Division and unit policies and procedures; and the Global Internal Audit Standards. This position requires the ability to work independently under close supervision and on-the-job training to learn to develop audit objectives, conduct preliminary surveys, prepare audit plans, and develop audit programs that achieve audit objectives of specific audits and special projects. This position may also receive direction from a Staff Management Auditor (Specialist), Staff Program Auditor (SPA) and/or an Associate Management Auditor.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	ESSENTIAL FUNCTIONS Receive on the job training from the Supervisor, Specialist or Associate Auditor to develop audit objects, conduct preliminary surveys, prepare audit plans, and develop audit programs that achieve audit objectives of specific audits or special projects. Perform approved audit procedures to collect, analyze and interpret sufficient, competent, relevant and useful information that provide a sound basis for observations and recommendations. In addition, research, identify and determine the applicable criteria and standards of the program or auditable activity under review. Develop a thorough understanding of the program by performing background research, identify best practices, interpret laws, regulations, policies, procedures, and other external documentation.	
25%	Prepare detailed and legible working documents, spreadsheets and analysis to support observations and recommendations for review by the Specialist, SPA or Supervisor. Work in a team environment to implement complex audit programs, under the oversight of the Specialist or SPA. Independently implement less-complex audit programs under the direction of the Supervisor.	
20%	Write clear, concise audit reports that set forth the conditions, cause, effect as well as criteria and recommendations that convince a prudent person of the correctness and accuracy of the audit finding(s). Present recommendations to management for review and approval. Work in a team environment. Assist in the preparation of memorandums, and correspondence related to internal audit issues, as directed by management. Verbally communicate results of audit work to program area staff and management.	
15%	Assist with audit follow-ups, preparing Audit & Risk Management Committee agenda materials and providing assistance to management on special internal and employer audit projects. Attend external and internal training classes and conferences to enhance knowledge, skills and other competencies as needed.	
5%	MARGINAL FUNCTIONS Participate on CalSTRS' cross-functional teams. Develop and document internal auditing procedures to enhance the Audit Services Manual. Assist the Supervisor in preparing managerial and Board reports. Assist the Supervisor with other tasks, as required.	

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

815-103-5841-003

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED