

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Student Assistant		WORKING TITLE Student Assistant	
DIVISION/OFFICE/UNIT Internal Audit Bureau		SPECIFIC LOCATION ASSIGNED TO Sacramento HQ	
SEERA DESIGNATION Excluded	BARGAINING UNIT E	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-321-4870-908	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under close supervision of the Chief of the Internal Audit Bureau (IAB), the Student Assistant (SA), in a learning capacity, may assist in audits which include financial, operational, information technology (IT), and mandatory audits and other evaluations of the California Tax and Fee Administration's (CDTFA) field offices and headquarters operations. The SA may assist in preparing reports, including audit findings and recommendations, and will work in partnership with other IAB team members to identify high-risk or urgent findings and bring them to the attention of IAB leads and reviewers. The SA will learn to perform duties and conduct in alignment with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (Standards) and Code of Ethics. Travel up to fifteen percent (15%) of the time may be required. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Under close supervision and in a learner capacity, the SA will: Assist with audits including financial, operational, information technology, performance, and mandatory audits. May also assist other lead auditors with large, complex audits. May assist in the performance of quality assurance reviews of IAB work products to ensure conformance with the IIA International Professional Practices Framework (IPPF) Global Internal Audit Standards (Standards). Assist in the preparation of audit reports, findings, recommendations, and corresponding work papers to ensure issues are clearly documented and communicated, and in alignment with internal policies and Standards. Assists in identifying areas of vulnerability and inefficiency and works with IAB management to remediate deficiencies. Assists in evaluating program areas to ensure processes support the mission and goals of the department. Assists in recommending actions to reduce risks to team members, information, and assets. Assists in developing audit engagement schedule to align with resource limitations, auditee availability, and mandated audit frequency.		
35%	Assists in the development of audit programs, risk assessments, findings, and on-the-job training and instruction throughout the audit. Assists in reviewing audit working papers to determine if they adequately support audit observations, recommendations, conclusions, and reports. May help ensure audit objectives are met and effectively communicates with IAB staff conducting the audit as well as program management who are being audited. May assist in assessing and following up on the actions taken by management regarding the implementation of the audit report's recommendations.		
15%	Assists in properly scoping and conducting risk assessments of the audit area, preparing engagement letters, preparing for and may attend entrance and exit conferences, and developing the audit program and interview questions prior to meetings. May assist in the review of work papers including the audit plan, audit program, audit work papers, point sheets, draft report, and final report. Assists in monitoring corrective action plans to ensure risks are mitigated.		

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5%	May assist on special audit projects, including, but not limited to participating in IAB on cross-functional teams with other department staff; assisting in enterprise-wide and program-specific risk assessments; assist in performing research to identify best practices or other information.	
5%	<u>MARGINAL JOB FUNCTIONS</u> Perform other duties as requested by the IAB Chief.	
WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB <i>(if applicable):</i>		
Work Environment: May work in a high-rise building		
Physical Abilities: - Ability to assess and use a personal computer, office equipment, and/or telephone daily - May travel up to fifteen percent (15%) of the time.		
Additional Requirements/Expectations: - Possess integrity, initiative, dependability, tact, sound judgment, courage, and adaptability. - Communicate effectively as demonstrated by strong written and verbal communication skills. - Proficiency with Microsoft Office Suite.		
<i>I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.</i>		
PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
<i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.</i>		
PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
HRB Approval Date: 9/24/2026		C&P Analyst Initials: AB