STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Audits and Inspections Section	Departmental Affairs Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Staff Management Auditor	S01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-036-4160-XXX	09/28/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the direction of the Senior Management Auditor, the Staff Management Auditor is responsible for supervising, directing, planning, and training the work of a small internal audit staff, where the scope of the audits includes significant emphasis on departmental internal accounting systems, business operations management, and operational efficiencies and adherence to policies and procedures. This position ensures audit work is completed timely and in accordance with audit standards for the Audits and Inspections Section.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

The Staff Management Auditor provides direction to three Associate Management Auditors (AMAs) and two Staff Services Management Auditors (SSMAs).

WORKING CONDITIONS

Travel may be required approximately 25% of the time throughout the state of California. Working conditions 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
40%	Plans, coordinates, assigns, and directly supervises the work of AMAs and SSMAs, including the completion of all required performance evaluations. Conducts a thorough supervisory review prior to the issuance of any audit report in accordance with the standards set by the Global Internal Audit Standards, which includes a review of all working papers and supporting documentation, related documents, and correspondence.
25%	Develops and implements audit programs to ensure the Department's compliance with legal and administrative statutes relating to the internal control of state agencies. Coordinates and achieves goals stated in the annual and long term audit plan. Conducts risk assessments, as required by law. Prepares unit position statements to responses submitted by audit clients, responding to audit findings and recommendations. Implements the Department's audit resolution process, such as audit follow-up and closure.
10%	Provides guidance and leadership to audit staff conducting the most complex and sensitive financial audits, compliance reviews, special assignments, and investigations.
10%	Performs administrative tasks, such as the preparation of the unit's budget submittal, the Strategic Plan, activity reports, the annual audit plan, and the evaluation of audit staff job performance and training needs. Monitors the unit's activities, staff travel and time.
5%	Prepares and gives presentations and conduct meetings with various levels of departmental management. Attends meetings, seminars, and training sessions designed to enhance professional knowledge and operational efficiency. Represents the Department in coordinating requirements of the State Administrative Manual, Chapter 20000, with state regulatory agencies.
5%	Attends organizational meetings, seminars, and training courses to enhance proficiency and obtains continuing professional education credits as required by law and auditing standards.

	Non-Essential Functions
5%	Performs other job-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

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