

DUTY STATEMENT

Employee Name:	Position Number: 580-015-4159-701
Classification: Associate Management Auditor	Tenure/Time Base: Permanent / Full-Time
Working Title: Lead Auditor	Work Location: 1415 L Street, Suite 630, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Compliance	Branch/Section/Unit: Audit & Accountability Branch / Internal Audit Services Section / Internal Audits Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by enhancing and protecting CDPH's organizational value by assisting the Internal Audits Unit to provide risk-based and objective assurance, advice and insight.

The Associate Management Auditor (AMA) works under the direction of the Staff Management Auditor and is responsible for a full range of journey level auditor duties including, conducting and leading sensitive and complex audits. Conducts financial, compliance, and performance audits in a timely and professional manner in accordance with The Institute of Internal Auditors (IIA) standards.

The AMA will identify, evaluate and analyze statute, regulations, policies, procedures, and collect

financial records, data files, employment data, contracts from various sources, and draw definitive conclusions supported in accordance with IIA standards. Performance of job duties may require up to 10% travel throughout California. Overnight business may require lifting bags up to 25 pounds of equipment such as computers, working papers, etc.

The incumbent works under the Staff Management Auditor of the Internal Audits Unit.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Independently conducts financial, compliance, and performance audits in accordance with IIA standards. Develops audit programs specific to the type of audit performed and conducts entrance and exit conferences with audited program and management. The AMA will perform appropriate audit procedures to collect, analyze, interpret sufficient, competent, relevant and useful information to provide a sound basis for audit findings and recommendations.

Gathers preliminary information such as regulations, organizational charts, policies and procedures, prior audit reports, and prior work papers. Conducts and documents preliminary interviews regarding applicable processes. Ensures the testing has been adequately performed, appropriately monitored, documented and consistent with internal audit guidelines and applicable laws, rules, and regulations. Documents current program operations and work processes using flowcharts and narratives to identify weaknesses and strengths within the processes. Performs risk assessment to determine and help identify audit focus. Develops audit programs based on risk assessment and selects samples for testing based on statistical sampling. Performs test of transactions and summarizes findings supported by electronic work papers and sufficient competent evidential matter.

- 30% Develops and documents audit findings. Recommends corrective action, and prepares audit reports. Discusses scope of review, audit findings, and makes recommendations to CDPH management. Assists management to design complex departmental performance audits and develop audit procedures. Performs audit procedures and follows up on audit findings and the implementation of audit recommendations. Works with CDPH staff to determine whether corrective action is effectively implemented.
- 15% Conducts non-audit services in compliance with IIA standards. Non-audit services may include personnel investigations, consulting activities, special analytical projects, and research.
- 10% Provides assistance to lower-level staff and may function in a lead capacity with a small group of auditors. Performs or assists with special projects, such as the annual risk assessment and

Quality Assurance and Improvement Program activities. Participates in regular continuing professional education and training opportunities.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: DS

Date: 2/13/25