

DUTY STATEMENT

Employee Name:	Position Number: 580-015-4159-707
Classification: Associate Management Auditor	Tenure/Time Base: Permanent / Full-Time
Working Title: Auditor	Work Location: 1415 L St, 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 and Accountability Branch / Audits and Compliance Services Section / Grant Compliance 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 evaluating local health jurisdictions' use of federal grant funds designed to strengthen and integrate state and local preparedness for public health emergencies.

The Associate Management Auditor (AMA) under the direction of the Grant Compliance Unit Manager (Staff Management Auditor), performs a full range of journey-level auditing duties, including conducting fiscal, compliance, and performance audits in accordance with Government Auditing Standards and applicable federal grant requirements. The incumbent independently plans and conducts audit assignments, evaluates compliance and program performance, develops findings and

recommendations, and prepares audit reports. The incumbent may serve as lead auditor on the most difficult and complex assignments. Up to 25 percent travel throughout California may be required. Overnight travel may require transporting bags weighing up to 25 pounds containing equipment, computers, and working papers.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 25% travel throughout California, including overnight travel, may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: Completion of 80 hours of Continuing Professional Education (CPE) training during each two-year period.

Essential Functions (including percentage of time)

- 30% Independently conducts fiscal, compliance, and performance audits in accordance with applicable auditing standards, develops audit objectives, internal control surveys, and audit procedures. Determines and evaluates audit criteria based on applicable laws, regulations, policies, procedures, contracts, and other authoritative sources. Conducts entrance conferences, gathers preliminary information such as laws, regulations, organizational charts, policies and procedures, prior audit reports, and prior work papers. Leads and conducts interviews with program staff and management and documents information regarding applicable processes. Documents current program operations and work processes using flowcharts and narratives and identifies process strengths, weaknesses, and control gaps.
- 30% Independently conducts risk assessments and evaluates risk to determine audit focus, scope, and procedures. Selects samples for testing using judgmental and other sampling methodologies, performs testing to address audit objectives, and develops findings supported by work papers and sufficient, appropriate evidence in accordance with applicable auditing standards.
- 25% Leads and conducts exit conferences with audited program staff and management. Prepares complex audit reports containing findings, conclusions, and recommendations. Documents work performed in accordance with applicable auditing standards.
- 10% Independently conducts non-audit services in compliance with applicable auditing standards. Non-audit services may include consulting activities, training, special analytical projects, and research as needed. Collaborates with internal audit staff to facilitate periodic department-wide risk assessments and develop annual audit plans.

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: Skip Thomas

Date: 10/14/2026