CalRecycle
State of California
California Environmental Protection Agency
CalRecycle 109A (Rev. 09/2023)

DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: 25-127	Classification Title: Senior Management Auditor	Position Number: 835-230-4161-001
Incumbent Name: Vacant	Working Title: Senior Management Auditor	Effective Date: TBD
Tenure: Permanent	Time Base: Fulltime	Intermittent Hours Per Month:
Division/Office: Office of Audits	Section/Unit: Region 2 - Sec 4 – San Diego	Reporting Location: San Diego
Supervisor's Name: Kishore Lodhia	Supervisor's Classification: Exempt	CBID: S01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☐None ☐Lead ☐Managerial ☒Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Position Description
Under the general direction of the Supervising Management Auditor, the Senior Management Auditor provides supervision to a Staff Management Auditor and/or Supervising Governmental Auditor I and a group of professional auditors in the San Diego Field Office, Office of Audits. Travel for this position is approximately 10% per year.

Essential Functions (Including percentage of time):

35% Supervise Staff Management Auditors and/or Supervising Governmental Auditors and a group of professional auditors engaged in regulatory/compliance audits to ensure the engagement and the work is performed in a professional, efficient, and effective manner. Prepare performance evaluations and administer personnel policies. Supervisory duties may, when necessary, require limited travel to conduct on-site supervision, attend meetings, and support audit operations. Any travel associated with this function falls within the position's established 10% travel requirement.

35% Mentor, coach, and train staff on conducting engagements to ensure audit work is performed in accordance with general audit standards, and standards established by the Office of Audits. Assess the professional/educational needs of each auditor. Provide for or arrange appropriate training to address deficiencies or growth needs.

10% Responsible for managing the audit work plan at the unit level establishing work plan priorities, developing and coordinating assignments, monitoring work plan progress, and taking action as needed to achieve goals.

10% Involved in the recruitment of staff for the Office of Audits. Ensure vacancies are filled in the most effective and efficient manner following the state administration manual, CalRecycle HR guidelines, and State Personnel Board Merit Hiring Process.

5% Conduct special projects and attend meetings on behalf of the Branch Manager interact with other agencies, private groups, and individuals regarding office activities.

5% Review the most complex audits to ensure the audit results are sufficiently supported and accurate. Provide constructive oral and written feedback with the clear objective of improving the quality, efficiency, and effectiveness of the work performed.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in an office building in San Diego, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☒ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation: This position requires approximately 10% travel during the year.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐**YES** ☐**NO**

Employee Name	Employee Signature	Date