STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
30959	Office of Public School Construction	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Fiscal Services	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Staff Services Management Auditor	306-728-5841-702	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday through Friday; 8am through 5pm	P	
WORKING TITLE	TIMEBASE	
	FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direct supervision of the Staff Management Auditor, the Staff Services Management Auditor in the Policy Unit section of the Office of Public School Construction (OPSC) performs the less difficult subvention work for purposes of performing substantial progress and closeout reviews of school districts and county office of education School Facility Program and CA Preschool, Transitional Kindergarten, and Full Day Kindergarten Programs (Programs) projects to ensure they are in compliance with appropriate Program laws and regulations.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☑ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☑ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

DMV Pull Notice
This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Driver's License and Class

This position requires a Driver's License Class: C

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	In order to perform substantial progress, Financial Hardship (FH) and closeout reviews of program compliance certifications and expenditure reports received from school districts that received program funding, under the direct supervision of the Staff Management Auditor the incumbent

PERCENTAGE	DESCRIPTION
	analyzes laws, regulations, and policies; by reconciling expenditure reports with budget reports, contracts, warrants and other supporting documentation to ensure they are in compliance with appropriate program laws and regulations.
30%	In order to develop audit working papers and FH working papers to support the analysis of the review and findings of the substantial progress and closeouts as well as FH analysis and prepare written correspondence to send to the districts, the incumbent under the direct supervision of the Staff Management Auditor analyzes expenditure reports, change orders, school district's financial records including district's audited financial statements, funding from all capital facility accounts, and other supporting documents to ensure the program funds were expedited in accordance with program laws, regulations, policies and procedures.
15%	In order to resolve policy and appeals for presentation to the State Allocation Board (SAB), the incumbent under the direct supervision of the Staff Management Auditor produces concise and informative documents that address the less complex technical issues submitted by school districts and/or county offices of education, the SAB, the Legislature, DGS Executive Staff, and OPSC management by researching and interpreting laws, regulations, and policies.
15%	In order to manage and track the less complex and technical projects for management, under the direct supervision of the Staff Management Auditor the incumbent summarizes data, prepares reports utilizing OPSC's computer tracking system, and tracks projects from start to finish to ensure the completion of reviews for Programs projects pursuant to laws, policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Under the direct supervision of the Staff Management Auditor the incumbent responds to inquiries through telephone calls, written correspondence, reports, presentations, and meetings by attending and participating in various public meetings, internal staff meetings, and audit training classes in order to act as staff to the SAB. The incumbent may be required to work on other assignments within the scope and duties of the classification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 0-5 % of the time to various locations and may include overnight travel by various methods of transportation.

- Frequent use of a personal computer, a variety of software applications, and peripherals at a workstation.
- Frequent use of phone, copiers and general office equipment.
- Travel throughout California as required approximately (0-5%).
- Occasional overtime as required.

DESIRABLE QUALIFICATIONS

Ability to effectively handle stress and deadlines in a fast-paced work environment.

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED