State of California
Commission on Peace Officer Standards and Training

# DUTY STATEMENT

| DATE APPOINTED TO CLASS | DATE OF LAST POSITION REVIEW<br>05/20/26 | |
|---|---|---|
| DIVISION<br>Field Services | POSITION NUMBER (Agency - Unit - Class - Serial)<br>421-047-4159-001 | |
| BUREAU/UNIT<br>Compliance, Audit, and Accountability | CLASS TITLE<br>Associate Management Auditor | CBID<br>R01 |
| INCUMBENT | WORKING TITLE<br>Associate Management Auditor | |

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of a Staff Management Auditor of the Compliance, Audit, and Accountability Bureau (CAAB), the incumbent will perform audits and reviews of Peace Officer Standards and Training (POST) programs, internal business operations, and external entities receiving POST funding. The incumbent will also evaluate organizational efficiency, effectiveness, internal controls, and statutory compliance, and collaborate across the organization to support CAAB and POST strategic objectives.

| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)* |
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| | **ESSENTIAL FUNCTIONS** |
| 45% | Independently plans, designs, and executes complex operational, financial, and compliance audits of POST programs, internal business processes, and external entities receiving POST funding; develops risk assessments, comprehensive audit programs, and tailored testing methodologies in accordance with the Global Internal Auditing Standards (Red Book) and established internal audit procedures; leads entrance conferences, conducts high-level interviews with departmental managers and program personnel, evaluates the adequacy of internal control structures, and analyzes operational systems to identify control deficiencies, inefficiencies, or statutory non-compliance; provides technical guidance to lower-level audit staff during audit engagements. |
| 30% | Prepares, reviews, and synthesizes complex audit working papers to ensure they are clear, concise, fully referenced, and supported by sufficient, appropriate evidence meeting quality assurance standards; develops structured audit findings, root-cause analyses, and practical value-added recommendations to address identified risks and operational weaknesses; drafts formal audit engagement memorandums, preliminary finding summaries, and comprehensive final audit reports for review by bureau leadership and presentation to executive management; monitors budgeted hours and project milestones to ensure engagements are completed within scheduled timeframes. |
| 20% | Researches, interprets, and applies complex state statutes, Government Code mandates, the State Administrative Manual (SAM), and departmental policies and procedures across diverse operational areas; serves as a consultative resource to POST bureaus regarding internal controls, process improvement, and risk mitigation strategies; assists in developing and updating the internal audit manual, engagement templates, and continuous improvement initiatives for the bureau; collaborates with external oversight bodies and audited programs to facilitate follow-up reviews on outstanding corrective action plans and recommendation implementation. |

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| | **NON-ESSENTIAL FUNCTIONS** |
| 5% | Performs general internal activities in support of the bureau, Bureau Chief and POST's programs; performs assignments related to the POST Strategic Plan and other assigned projects; performs other job-related duties within the scope of the classification. |

**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. The hours of work should cover business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond normal business hours. The position is located in West Sacramento, CA. May be eligible for telework.

Off-site setting – Some travel may be required (e.g., to attend and/or facilitate meetings, conferences and training).

The incumbent must be able to use good judgment with his/her time and workload (i.e., meeting multiple and sometimes competing deadlines). The incumbent must at all times exhibit professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, special interest groups, and members of the public.

Incumbent must demonstrate strong management and interpersonal skills; must be able to address politically sensitive issues; and achieve consensus solutions.

This position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

**PHYSICAL ABILITIES**

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require moderate carrying/lifting of office supplies such as paper, binders, manuals, etc. Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

**CONFLICT OF INTEREST** (if applicable)**:**

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

| **To be reviewed and signed by the supervisor and employee:** | | |
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| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*** | | |
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
| | | |

EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
|---|---|---|
| HUMAN RESOURCES ANALYST'S NAME (Print) | HUMAN RESOURCES ANALYST'S SIGNATURE | DATE |