State of California
Commission on Peace Officer Standards and Training

DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW 05/20/26	
DIVISION Field Services	POSITION NUMBER (Agency - Unit - Class - Serial) 421-047-5841-XXX	
BUREAU/UNIT Compliance, Audit, and Accountability	CLASS TITLE Staff Services Management Auditor	CBID R01
INCUMBENT	WORKING TITLE Staff Services Management Auditor	

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

Under the supervision of a Staff Management Auditor of the Compliance, Audit, and Accountability Bureau (CAAB), the incumbent will assist in performing audits and reviews of Peace Officer Standards and Training (POST) programs, internal operations, and external entities receiving POST funding. The incumbent will also assist in evaluating 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)*
	ESSENTIAL FUNCTIONS
40%	Assists in planning and conducting compliance, operational, and performance audits of POST programs and entities receiving POST funding. Conducts detailed fieldwork, substantive testing, and sample validation in accordance with the Global Internal Audit Standards (Red Book) and established internal audit procedures; evaluates internal accounting and administrative controls, examines financial records, expenditure reports, invoices, and operational records to determine compliance with state laws, regulations, and department policies; participates in entrance and exit conferences, assists lead auditors in conducting fact-finding interviews with departmental staff and external stakeholders, and observes operational processes to identify potential control deficiencies, risks, or procedural non-compliance.
35%	Prepares clear, concise, accurate, and fully supported audit working papers, flowcharts, and analytical testing that document audit procedures performed to support conclusions; utilizes spreadsheet tools and database applications to organize, extract, clean, and analyze complex databases for trend analysis, exception testing, and reconciliations; drafts initial condition, criteria, cause, and effect statements for preliminary audit findings and submits all working papers to the supervisor for quality assurance review within established project timelines and budgeted hours.
20%	Researches, reviews, and maintains a working knowledge of state statutes, Government Code provisions, the State Administrative Manual (SAM), and departmental policies and procedures relevant to assigned audit areas; assists in drafting audit engagement memorandums, preliminary finding summaries, and sections of formal draft audit reports; coordinates engagement logistics, prepares and tracks document request lists, and communicates professionally with audited programs and entities to facilitate the timely receipt of necessary records and information.

	NON-ESSENTIAL FUNCTIONS
5%	Performs general internal activities in support of the bureau, Bureau Chief, and POST's programs; and 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:		
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