Form **DS-RF**
State of California
Secretary of State

Duty Statement
Rank and File

Section I **POSITION INFORMATION**

Print or type.

A. Current Position Number	B. Probationary Period/Job Evaluation Period	C. Form 700 Filer?
785-105-5841-001	12 Months	No

D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Staff Services Management Auditor	

G. Unit, Section, Division	H. Location
Internal Audit Office, Executive Division	Sacramento

I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager
Brown Moua	Staff Management Auditor

K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
R01	Full Time	Permanent

N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	8:00AM – 5:00PM, Occasional off-hours and weekends may be required	100% Remote

Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes	☐ Yes	☐ Yes Click here to enter text.
☒ No	☒ No	☒ No

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under close supervision, the Staff Services Management Auditor learns and develops skills and methods for conducting all phases of an audit engagement, including planning, performing fieldwork, writing reports, communicating with management, and following up with auditees. The incumbent may perform the least complex segments of an audit engagement and work with audit management to assess risk, operational efficiency, and compliance with applicable laws and regulations. This role requires independence, effective time management capabilities, and strong communication skills. Typical duties include:

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	Assists in conducting various audits for the Secretary of State's office (SOS), including financial, performance, and compliance audits, as well as investigations and special assignments. Gathers and assesses information, such as state and federal laws, regulations, policies, standards, and best practices. Gains an understanding of the program under audit, documents procedures, collects evidence, and performs detailed audit tests to assess performance, internal controls, and compliance with applicable criteria. Assists in developing recommendations to address the root causes of audit findings.
30%	Assists in audit scoping and planning to ensure alignment with audit objectives and compliance with auditing standards. Determines the adequacy of internal controls and assesses risks associated with audit objectives. Conducts substantive testing to identify discrepancies and documents the analysis, findings, and conclusions based on sufficient, competent, and relevant information. Assists in preparing audit reports, memos, and briefings pertaining to audit activities. Assists in monitoring, tracking, and coordinating follow-up actions to ensure timely implementation of recommendations related to audit findings.
20%	Communicates with auditees, colleagues, management, and others on a recurring basis to discuss audit-related activities such as audit planning, audit assignments, status of audits-in-progress, findings, communication of results, and follow-up regarding corrective action. Under the guidance of audit management, assists in presenting audit findings, conclusions, and recommendations to the auditee. Identifies and assesses both current and emerging trends that may pose increased risks to the SOS's operations and programs.

MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	Engages in special projects and fulfills general administrative tasks as needed. Actively takes part in training opportunities and, when suitable, participates in non-audit activities.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
➧	➧	➧

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED