CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Executive	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 104 - 7500 - 001
DIVISION/UNIT Audit Services	CLASS TITLE Career Executive Assignment, Level C
INCUMBENT NAME Vacant	WORKING TITLE Chief of Audits

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the functional direction of the Audits and Risk Management Committee of the Teachers' Retirement Board (ARM Committee) and the administrative direction of the Chief Operating Officer (COO), the Chief Auditor provides independent, objective assurance and consulting services designed to add value and improve CalSTRS operations. The Chief Auditor leads Audit Services in assisting CalSTRS in accomplishing its strategic objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls, and governance processes and is responsible for planning, organizing and directing a broad, comprehensive program of auditing with the utmost proficiency and due professional care. The Chief Auditor performs all work to the highest standards of independence, objectivity, ethical conduct and professionalism; considered a steward of organizational ethics standards and proper operational practices and adheres to established procedures to promptly report any unethical and/or improper activity to the ARM Committee Chair and members.

% 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.
35%	**ESSENTIAL FUNCTIONS** Provide a wide range of quality, independent internal auditing services for the ARM Committee and executive management and provides consulting services to management. Direct a broad, comprehensive audit program designed to provide independent assurance to the ARM Committee and management; ensuring that CalSTRS assets are safeguarded, operating effectively, are efficiently enhanced, and compliance is maintained within prescribed laws and board and management policies. Oversee auditing services that determine whether CalSTRS network of risk management, internal controls, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure programs are operating within the highest fiduciary standards. Conduct an annual risk assessment and prepare an audit plan for review and approval by the ARM Committee. Develop and establish policies and procedures for the implementation of a comprehensive internal audit cycle which includes operational audits of all branches and offices within CalSTRS. Conduct audits of nearly 1,800 school employers that select CalSTRS as their teachers' retirement system in support of CalSTRS fiduciary responsibility to ensure employers are reporting member earnings and contributions in compliance with the Teachers' Retirement Law (TRL). Provide independent assessment of CalSTRS risk awareness and management, reliability and integrity of CalSTRS data and employee data reported by employers and used by management to compute benefit payments. Allocate resources, set project frequencies, select audit subjects, determine scopes of work and apply techniques necessary to accomplish audit objectives. Evaluate the adequacy and effectiveness of internal controls maintained in the various branches and offices, as well as operating efficiency and quality of performance in carrying out assigned responsibilities. Provide secondary level review for all internal audit reports for completeness, accuracy and compliance with relevant laws, rules, regulations and appropriate auditing standards.
25%	Report to the ARM Committee, Chief Executive Officer (CEO) and COO on the results of audits, which inclu recommendations for resolution of issues. Present to the ARM Committee on items related to audit planning, progress, quality, and risk. Plan, organize and direct special projects, reviews, and investigations, as requested by the ARM Committee and the CEO. Coordinate independent financial audits of CalSTRS an other complex audits performed by external contractors and consultants; coordinate the presentation of thos reports to the ARM Committee. Coordinate the selection process for the external financial statement auditor manage and coordinate the contract with the external financial statement auditor and evaluate performance. Coordinate management responses to external audit findings and recommendations for improvement. Conduct periodic follow-up reviews to evaluate management's corrective actions. The Chief Auditor collaborates closely with Enterprise Compliance Services, Enterprise Risk Management and Investment Performance and Compliance teams to ensure a unified, proactive approach to governance. By sharing insi aligning priorities, and coordinating oversight activities, the Chief Auditor helps strengthen the organization's management framework and supports consistent, enterprise-wide assurance.

25%	Direct day-to-day operations including prioritization of workload, and coaching, through Audit Services subordinate managers. Mentor subordinate managers and develop training programs to assure staff competency and adherence to standards of professionalism. Responsible for Audit Services operations including budget management, personnel management, contract administration, and the Request for Proposal (RFP) process for contracts with consultants and external auditors. Ensure that Global Internal Audit Standards (standards within the Institute of Internal Auditors' International Professional Practices framework) and associated Code of Ethics are adhered to by audit personnel. Participate in project meetings and CalSTRS Directors meetings, and in the organization's performance reviews, developing appropriate objectives and metrics to ensure progress in the board's strategic plan. In a consulting capacity, participate in the initial stages of strategic initiatives, major projects and large-scale efforts so that risks can be appropriately identified, and managed and internal controls instituted in the design phase to limit control weaknesses and minimize the costs to remedy control weaknesses at a later stage.
15%	Represent the Teachers' Retirement Board (TRB), the ARM Committee and the CEO on matters concerning audit functions with state control agencies and independent audit firms. Act as the primary point of contact for handling all matters related to audits, examinations, investigations, or inquiries of the California State Auditor, the Joint Legislative Audit Committee and other appropriate State or Federal Auditors. Represent CalSTRS and testifies at audit appeal hearings at the Office of Administrative Hearings. By delegation from the CEO, represents CalSTRS as the signatory to an audit Statement of Issues (SOI), in members and/or school districts audit appeals.
	MARGINAL FUNCTIONS
5%	Participate in professional audit organizations by attending meetings, joining the governing boards, presenting speeches and papers, and networking with other professionals. Network with audit personnel of other public pension systems and professional audit organizations to learn and exchange best practices information. Participate in other professional organizations related to the mission of CalSTRS.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Work hours may be various, such as weekends, evenings and holidays
- Work in a blended work environment
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

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
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND 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 SIGNED