CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Executive	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 103 - 4159 - XXX
DIVISION/UNIT Audit Services/Internal Audits & Data Solutions	CLASS TITLE Associate Management Auditor
INCUMBENT NAME Vacant	WORKING TITLE Data Solutions Associate Auditor

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 direction of the Senior Management Auditor, the Associate Management Auditor (AMA) will act as the Data Solutions Associate Auditor (DSAA) and independently perform complex data solutions and analytics in support of employer and internal audits and special assignments directed by management. The DSAA will assist the Senior Management Auditor in developing and ensuring audit solutions and analytics are achieved, quality assured, and timely audit completion. The DSAA will perform audit work in accordance with applicable State policies and procedures, Audit Services policies and procedures, and the Global Internal Audit Standards.

% 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** **Data Solutions & Analytics**: Independently and proficiently assist Audit Services with highly complex data solutions and analytics to embed within audits. Adhere to the Global Internal Audit Standards and ensure overall objectives are achieved. Collaborate with the Audit Services teams in determining the types of data analytics that may be performed on various audits and advisory projects. Identify, obtain, verify, and clean relevant data, effectively communicate with clients as needed. Assist in developing analytics dashboards, utilize data mapping, mining, conversion, integration, and statistical data analysis, coordinate with Audit Service management. Interpret analytics to determine whether potential exceptions exist and communicate the results to the audit team. Coordinate with project leaders to ensure deadlines are met and review notes are addressed. Assist in preparation of reports as requested. Perform analysis and identification of data and other records in the organization and/or vendor systems for data quality, errors, inconsistencies and trend analysis and compliance issues. Identify data to test business rules and system edits in organization systems and identify system control deficiencies and provide recommendations for improvements. Research, analyze and evaluate current business operations, practices, policies, procedures, guidelines, processes, systems, forms, and documents and develop and implement improvements/enhancements. Identify data gaps, errors, anomalies, inconsistencies, and redundancies by analyzing the content, structure, and relationships within data. Provide recommendations for improvements. Update appropriate procedures and processes related to data analytics and management. Ensure efficient and effective storage and organization of data sources and related infrastructure. Keep abreast of analytical tools and methodologies used by audit groups and recommend changes to current data analytics and train other staff on data solutions and analytics as needed.
15%	**Risk Assessment and Audit Plan Development:** Conduct the risk assessment process using data solutions and analytics for both employer audits and internal audits in the development of Audit Services audit plan. Coordinate with the Senior Management Auditor to determine analytics to be included in the risk assessment based on emerging risk and impactful risk areas. Coordinate roles, responsibilities, approach, frequency, deadlines, team members and tools to allow for more frequent risk assessments. Assist with the development, execution, and interpretation of data analytics for continuous risk assessment process. Maintain analytic tools and dashboards to evaluate risks. Generate and update continuous risk assessment dashboards on at least a quarterly basis and as needed. Interpret and effectively summarize results of the data analytics to assist Audit Services management in identifying needed changes to its risk assessment and/or annual audit plan.
15%	**Audit Software and Solutions:** Serve as one of the Audit Software (TeamMate) Champions. Identify opportunities to fully leverage TeamMate functionality to improve efficiencies and effectiveness over various audit and operational processes. Continuously monitor the TeamMate enhancement for new

	functionality that will benefit the Audit Services team. Ensure procedures are created for all TeamMate functionalities. Lead the implementation of TeamMate time tracking, report writing, risk assessment and audit follow up. Develop various reporting dashboards for use to assist in oversight of audit projects. Collaborate with various CalSTRS program areas on ways to best utilize the audit follow up functionality in TeamMate. Determine the best way to extract data housed in TeamMate to streamline the preparation and increase data visualization for ARM agenda items.
10%	**Continuous Monitoring & Fraud Scenario Planning:** Assist with the development and maintenance of continuous auditing and monitoring according to the internal audit plan. Prepare data solutions related to fraud scenarios, planning, 100% testing, analysis and continuous auditing. Automate and streamline continuous data analytics processes to ensure sustainability of continuous analytics. Coordinate with Audit Services management to determine the processes to be included in a continuous analytics program, based on risk assessment results, client requests, research and previous audit or advisory projects. Identify and incorporate relevant analytics through research and collaboration with client and/or Audit Services management.
10%	**Data Warehouse/Business Intelligence**: Participate in data warehouse and business intelligence and innovation for improved use of Audit Services audit software. Identify, obtain, verify, and clean relevant data to ensure data quality. Develop analytics dashboards, utilize data mapping, mining, conversion, integration, and statistical data analysis. Review and test deliverables before release to auditors. Interpret analytics to determine whether hypothetical exceptions exist, follow up on exceptions to confirm validity of data. Coordinate with information technology staff and other relevant business areas to ensure data quality and effective use of tools. Utilize Power BI to determine how to extract and analyze data to provide real time feedback to the Internal Audits and Employer Audits audit teams.
10%	**Artificial Intelligence:** Explore and recommend artificial intelligence tools to support and improve audit efficiencies. Also, participate on audit discussion on the risks of the organization's use of artificial intelligence in its business operations.
5%	**MARGINAL FUNCTIONS** Attend external and internal training classes and conferences to enhance knowledge skills, and other competencies, as needed. Act as a liaison between Audit Services and Information Technology. Enhance and promote the use of data analytics within Audit Services and throughout the organization.

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
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- 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
- Ability to lift and/or carry up to 10 pounds

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