California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐ CURRENT
☒ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Career Executive Assignment (CEA), B	Division Director

BRANCH
Legal, Audits & Charters Branch

DIVISION	OFFICE
Audits & Investigations	

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
M01	E	3762	174-025-7500-001	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
N/A	Non-Tenured - CEA	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the administrative direction of the Department's General Counsel of the Legal, Audits, and Charters Branch, the Audits and Investigations Division Director (CEA) plans, coordinates, directs, and oversees the day-to-day operations of the Audits and Investigations Division, including the conduct of comprehensive internal and external audits, investigations, and audit response coordination activities for the Department.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports directly to the General Counsel

SUPERVISORY RESPONSIBILITIES

Directly supervises Supervising Management Auditors, a Supervisor II, and an Office Technician; indirectly supervises an Administrator, Senior Management Auditors, Education Fiscal Services Consultants, Education Program Consultants, Associate Management Auditors, other analysts, and support staff.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires prolonged periods of sitting and working at a computer workstation, including repetitive use of the hands, forearms, and fingers to operate standard office equipment. Work is performed primarily in a climate-controlled office environment under artificial lighting.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 45 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Manages the Audits and Investigations Division, including CDE and statewide audit, audit response, and investigation policies, including CDE's internal controls policies, notification to state control agencies on thefts or fraud, establishment of audit procedures to ensure compliance with law, advises program staff of potential consequences of audit findings, recommends recovery of funds or assets; develops and recommends policies and provides technical assistance to community-based organizations and local educational agencies receiving various funding; develops and recommends to CDE management policies for the internal operations and administration of programs; develops Division policy, procedures, systems, and strategic and tactical objectives; coordinates with internal and external staff regarding desk and field audit processes, audit reporting, legislative changes and proposals, budget change proposals, personnel organization and transactions, and budget issues. Develops strategic plans; oversees, through subordinate staff, the planning and scheduling of required external and internal audits, administrative reviews, limited-scope audits and sensitive investigations; provides supervision, guidance, and decision-making with respect to organizing and directing audit assignments, and entrance/exit conferences. Ensures the quality and integrity of audit fieldwork and audit reports and ensures audits and investigations are conducted in accordance with applicable auditing standards. Conducts Department-wide risk analyses.

Relative % of Time Required: 40 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Directly supervises Supervising Management Auditors and a Supervisor II; indirectly supervises Senior Management Auditors, Staff Management Auditor Specialists, Associate Management Auditors, Staff Services Management Auditors, an Education Fiscal Services Administrator, Education Fiscal Services Consultants, Education Program Consultants, and support staff. Oversees the Division's training program to ensure staff meet required professional training standards mandated by the auditing profession. Oversees Division recruitment and hiring. Oversees cooperation and coordination of audit activities with various federal and state agencies, including the U.S. Department of Education, U.S. Department of Agriculture (USDA), USDA Office of Inspector General, U.S. Attorney's Office, Department of Finance, and the California State Auditor. Ensures audit work is applied consistently and complies with auditing and reporting standards required by these entities. Represents the Department at professional and technical committees, conferences, and workshops concerning governmental accountability and auditing. Testifies or provides testimony at legislative committee hearings.

Relative % of Time Required: 10 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Prepares and presents oral and written reports to CDE management and federal and state agencies describing audit or investigation objectives, the scope of work performed, significant fiscal or program deficiencies, questioned costs or funds, and recommended corrective actions or recovery of funds. Oversees the referral of potential criminal or civil cases to appropriate law enforcement agencies or federal and state prosecutorial offices.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Conducts other audit and investigation activities as directed and approved by the General Counsel of the Legal, Audits, and Charters Branch.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

1) Experience managing/coordinating multi-disciplinary professional and technical staff to advance the goals of an organization 2) Experience at the administrative or managerial level, including making well informed decisions, developing policies, and implementing and evaluating programs 3) Experience at the administrative or managerial level in leadership, strategic planning, performance measurement, budgeting, benchmarking, and staff and organizational development 4) Developing and maintaining cooperative working relationships with and securing the support of internal and external groups (i.e. Legislature, Governor's Office; local, state & federal agencies, stakeholders. 5) Experience managing internal and external audits of state and federal funds, responding to audits and program compliance reviews conducted by state and federal oversight agencies; and presenting technical assistance, information, and audit results to top-level management, large groups, or to governance boards or committees. 6) Experience as a Certified Public Accountant, Certified Internal Auditor, or Certified Fraud Examiner.

PERSONAL CONTACTS

This position will involve contact with all levels of departmental employees including the Chief of Staff, Deputy Directors, and General Counsel as well as LEAs, community business organizations, private contractors, the Legislature, and the Governor's Office. This position will also involve contact with the U.S. Department of Education, Office of Inspectors General, Department of Finance, California State Auditor's Office, and State Controller's Office.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor