DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005709	Classification Title: Staff Management Auditor	Position Number: 835-225-4160-001
Incumbent Name: N/A	Working Title: Staff Management Auditor	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Exec / Office of Audits	Section/Unit: Section 1 Sac/Unit 1	Reporting Location: Sacramento
Supervisor's Name: Jian Choi	Supervisor's Classification: Senior Management Auditor	CBID: S01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☐None ☐Lead ☐Managerial ☒Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Incumbent: N/A
Classification: Staff Management Auditor
Position Number: 835-225-4160-001

Position Description:

Under the general direction of the Senior Management Auditor or the Supervising Management Auditor, the incumbent provides supervision to a group of professional auditors in the Office of Audits. Ensure audit work is properly documented and sufficient to support conclusions and meets the Office of Audits' established standards and applicable audit standards. Review audit work performed and completed by audit staff for accuracy, support, and conformance with general audit standards. Ensure audit work is completed in a timely manner. Exercise professional judgment in planning and performing audits, and in reporting results. Travel for the position is approximately 15% and may include weekend and/or overnight travel that may require an adjustment to the employee's work schedule.

Essential Functions (Including percentage of time):

30% Supervise a group of professional auditors engaged in regulatory audits of entities participating in the various programs that receive funds from CalRecycle, or other State or local entities. Ensure the engagement and work is properly planned, directed, supervised, and performed in accordance with the standards established by the Office of Audits, other professional standards, and applicable legal and regulatory requirements. Provide first level on-the-job training to auditors with clear objective of maintaining and improving the quality, efficiency, and effectiveness of the work performed. Work with Senior Management Auditor in preparing performance evaluations and administering personnel policies and collective bargaining agreement provisions. Any travel associated with this function falls within the position's established 15% travel requirement.

25% Review and evaluate audit work papers for accuracy, support, and completeness in accordance with Governmental Audit Standards. Review audit work papers to ensure the audit contains sufficient documentation and information to support the auditor's conclusions. Independently or as a team lead, conduct routine audits of entities participating in the various CalRecycle programs. Complete assignments timely and within budgeted hours.

20% Utilize DORIIS and software programs, such as Excel and Word, to maintain or increase the efficiency and effectiveness of the audit work performed. Maintain a knowledge and understanding of Program status and regulations, CalRecycle policies and procedures, and related industry practices. Communicate information and recommendations to program participants and recipients in a logical, concise, and professional manner. Establish and maintain cooperative relationships with auditees, program participants, and CalRecycle management and staff.

10% Contributes to the development of recruitment documentation such as duty statements, interview questions, screening criteria. Participates in interviewing the various classifications for the Office of Audits.

Marginal Functions (Including percentage of time):

5% Perform special projects, including sensitive, complex, and technical audits. Special projects may require interaction with other agencies, private groups, and individuals regarding the Office of Audits activities.

5% Attend meetings, training classes required by the Department, make travel arrangements, and interact with outside parties, and personnel at all levels within CalRecycle.

5% Complete administrative paperwork, such as travel and timekeeping forms, training forms, work status reports and expense claims.

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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☒ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation: This position requires approximately 15% travel during the year.

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Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date