

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
<b>Associate Management Auditor</b>	Program Auditor
NAME OF INCUMBENT:	POSITION NUMBER:
	280-316-4159-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Program Audits and Investigations/IT & Enterprise Risk Management	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Audit and Evaluation	Staff/Senior Management Auditor
BRANCH:	REVISION DATE:
Policy Accountability & Compliance	2/28/2019
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b>	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Call Center/Counter Environment
<input type="checkbox"/> May be Required to Work in Multiple Locations	<input type="checkbox"/> Requires Fingerprinting & Background Check
<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> )
<input checked="" type="checkbox"/> Travel May be Required	<input type="checkbox"/> Other ( <i>specify below in Description</i> )
<b>Description of Position Requirements:</b>	
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
25 percent overnight statewide travel	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b>	
(Briefly describe the position's organizational setting and major functions)	
<p>Under the direction of the Staff Management Auditor or Senior Management Auditor, the incumbent independently completes the more difficult and complex audit and evaluation assignments. These assignments include: audits to determine program effectiveness, efficiency, and compliance with applicable laws and regulations; assessments of fiscal programs, information technology systems, and operational controls; special studies of programs and systems; financial audits; and Post-Implementation Evaluation Reviews. Results of each assignment, including recommendations for program improvements, are communicated to various levels of Employment Development Department (EDD) management.</p> <p>In addition, the incumbent adheres to the audit standards and Code of Ethics for Internal Auditors promulgated by the Institute of Internal Auditors (IIA) and General Accountability Office (GAO). The incumbent also demonstrates personal skill and initiative in communications and work habits; completes assignments in a timely and efficient manner within the form and format prescribed by the Audit and Evaluation Division (A&amp;ED); and adheres to EDD policies regarding attendance, leave, conduct and appearance.</p>	

Requires up to 25 percent overnight statewide travel.

Percentage of Duties	Essential Functions
40%	Independently plans and conducts complex risk based projects efficiently and effectively. Develops an audit plan which includes determining the purpose, source, scope, methodology, business processes, assessment of business risk and fraud risk, budget hours and milestone dates. Exercises independent judgment in planning, conducting and modifying data collection instruments, audit guidelines, and procedures needed to complete projects and engagements. Collects and documents project related information and data; interviews management, staff, and clients; reviews appropriate laws, rules, regulations, management memorandums, and directives; documents reviews including prior internal/external audit reports, working papers, and permanent files; observes services provided and work in progress; and inspects business operations, physical facilities, and equipment. Analyzes and interprets data to determine the level of compliance with applicable policies, procedures, laws, and regulations and the adequacy of system controls, reliability of system data, and the level of risk related to various EDD programs under review/audit.
40%	Independently prepares clear, concise, accurate, and complete working papers, findings, recommendations, and reports. Provides sufficient evidence that all results, conclusions and recommendations are supported and meet audit objectives. Conducts effective entrance/exit conferences and makes oral presentations of findings and recommendations to various levels of EDD management. Exercises flexibility in responding to changing workloads. Completes assignments by the assigned due date.
10%	Conducts special assignments, attends meetings, and completes administrative tasks. Provides technical assistance or support to the Division and other EDD business units. May act as an auditor-in-charge or team leader when performing audits with a team of auditors. Responsibilities may include assigning work to auditors, coordinating audit site visits, ensuring data collection and data analysis are accomplished in accordance with audit guidelines, monitoring progress of auditors' assignments, and monitoring and advising supervisor of audit progress. Establishes and maintains cooperative relations with those contacted during an audit. Provides quality service and work products to EDD's business units and stakeholders.
5%	Completes continuing professional education requirements as required by IIA and GAO. Maintains knowledge and understanding of the Division's Project Procedures Manual, EDD's policies and procedures, program statute and regulations in order to communicate information and recommendations to program participants and recipients in a logical, concise and professional manner.

Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

**4. WORK ENVIRONMENT** *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

**Civil Service Classification**  
Associate Management Auditor

**Position Number**  
280-316-4159-xxx

<b>Type of Environment:</b> <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
<b>Interaction with Customers:</b> <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff) <i>Click here to enter text.</i>		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
<b>Supervisor's Statement:</b> <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	MI	3/11/2019
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file