

EDITED TASK LISTING

CLASSIFICATION: STAFF SERVICES MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Assist in the less complex fiscal compliance audits of the California Department of Corrections and Rehabilitation (CDCR) headquarters, institutions, contractors and other entities to determine compliance with State and Federal policies, contracts, plans, procedures, laws, rules and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires, observation, etc. on an ongoing basis, under the supervision of the journey person level auditor.
2.	Assist in the less complex operational compliance audits of the California Department of Corrections and Rehabilitation (CDCR) headquarters, institutions, contractors and other entities to determine compliance with State and Federal policies, contracts, plans, procedures, laws, rules and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires, observation, etc. on an ongoing basis, under the supervision of the journey person level auditor.
3.	Assist the journey person level auditor with entrance conferences that are conducted at the beginning of every audit at CDCR headquarters, institutions, contractor's offices and other entities to introduce attendees and auditors, discuss the audit scope, methodology and objectives and to communicate the audit process utilizing various resources (i.e., engagement letters, communication skills, etc.) under close supervision.
4.	Assist the journey person level auditor with conducting exit conferences at the conclusion of every audit at CDCR headquarters, institutions, contractor's offices and other entities utilizing various resources (i.e., point sheets, draft audit reports, communication skills, etc.) developed during the audit to communicate audit findings under close supervision.
5.	Assist the journey person level auditor to write and produce audit reports and management memos to communicate audit results for CDCR headquarters, institutions, contractor's offices and other entities utilizing various resources (i.e., point sheets, work papers, etc.) developed during the audit, under close supervision.
6.	Assist the journey person level auditor to prepare work papers, lead sheets and point sheets to document audit results using computer applications (i.e., word, excel), copies of source documents (i.e., invoices, purchase orders, receipts, etc.) on an on-going basis under close supervision.
7.	Assist the journey person level auditor to analyze and reconcile financial and operational information related to institutions, contractors and other entities to evaluate reliability and integrity of data and accuracy of information using ledgers, bank statements, registers, month end reports and source documents (i.e., invoices, purchase orders, receipts, etc.) guided by the audit program on an on-going basis under close supervision.
8.	Assist the journey person level auditor to evaluate internal controls to determine risk assessment of institutions, contractors and other entities using auditing standards, questionnaires, narratives, flow charts and interviews guided by the audit program on an on-going basis under close supervision.
9.	Participate in Continuing Professional Education (CPE) training classes to meet auditing professional standards using all available resources as required.

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10.	Participate in peer-to-peer on the job training for new auditors to acquire knowledge using manuals, computers, verbal instruction, audit review/coaching notes and prior audits on an on-going basis.
11.	Assist experienced auditors in training other programs within the Department to educate on risk management, internal controls and contract language using State Administrative Manual (SAM), Department policy manuals, and Department of Personnel Administration (DPA) guidelines as required.
12.	Assist journey person level auditors in training outside agencies including profit, non-profit and other government organizations to educate them on the Department's policies, procedures and contract requirements using departmental policy manuals, SAM, DPA guidelines and contracts as required.
13.	Assist journey person level auditors in providing consulting services to other programs within the Department to develop new policies and/or modify existing ones using experience gained from auditing programs as required.
14.	Assist journey person level auditors in providing consulting services to other programs within the Department to develop new contract language and/or modify existing ones using experience gained from auditing contracts as required.
15.	Assist journey person level auditors in providing consulting services to other programs within the Department for system development using best business practice, classroom training and experience as required.
16.	Coordinate information request with internal programs and external audit entities to provide materials and documents using computers, mail system, meetings and telephone as required.
17.	Participate in the internal appeal process to provide information that will help resolve disputed audit findings using audit reports and audit evidence as required.
18.	Provide assistance to CDCR legal counsels to testify in court regarding audit issues to provide clarification on disputed audit findings using audit reports and audit evidence as required.
19.	Assist journey person level auditor with drafting requests for legal opinions to obtain interpretations of contract language, laws, rules and regulations using memos, meetings, e-mails and telephone as required, under close supervision.
20.	Perform data extraction and analysis as directed by the journey person level auditor for internal programs and external entities to provide requested information using computer (i.e., word, excel, access) and other databases.
21.	Utilize various accounting systems and program processes used by the audited entity to gather competent, relevant, useful and sufficient information to perform the audit using the entity's accounting systems, program applications and policies and procedures as required.

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22.	Ensure confidentiality of audit information to maintain the reputation/trust of the client and protect the Department from liability using departmental audit security procedures on an on-going basis.
23.	Prepare statistical reports and summaries as directed by the journey person level auditor for management and others on work issues related to external or internal programs and services utilizing appropriate audit data.
24.	Provide input for the analysis of proposed legislation as directed by the journey person level auditor to determine impact on applicable programs, policies, and/or procedures as required utilizing current laws, regulations, legal opinions, and experts in the field.
25.	Assist journey person level auditors in the formulation of audit objectives and determine the scope of work to be performed in conducting a variety of audit activities using audits, reviews and/or investigations to ensure adherence to recognized audit standards, as required.
26.	Assist journey person level auditor to verify the legality and propriety of expenditures and reporting of state funds as determined by audit activities using audits, reviews and/or investigations, as required.
27.	Copy source documents provided by the auditee for documentation purposes in the work papers utilizing office equipment as directed by the journey person level auditor.
28.	Make travel arrangements (i.e., air, auto rental, hotel, etc.) for self and/or others utilizing phone or internet as directed by the journey person level auditor.
29.	Prepare travel expense claims utilizing CalAters and submit to your immediate supervisor for review and approval in order to receive reimbursement for travel expenditures incurred during audit field work, as required.
30.	Prepare monthly timesheets to document audit hours expended for each audit assignment utilizing the standard 998 timesheet and submit to your immediate supervisor for review and approval, as required.