

EDITED TASK LISTING

CLASSIFICATION: STAFF MANAGEMENT AUDITOR

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

TASK STATEMENTS	
1.	Conduct fiscal, performance, and compliance audits of the Department, contractors, and auditees to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using audit standards on an on-going basis.
2.	Conduct entrance conferences with the Department, contractors, and auditees to introduce attendees and auditors, discuss the audit scope, methodology and objectives and communicate the audit process utilizing audit standards as required.
3.	Conduct exit conferences and executive meetings with the Department, contractors, and auditees to communicate the results of the audit report utilizing audit standards as required.
4.	Prepare work papers, audit reports and management memos to communicate audit results to Department management, contractors and auditees using computer applications on an on-going basis.
5.	Reconcile and review the financial and operational information of the Department, contractors and auditees to determine the integrity and accuracy of information using financial records, ledgers, bank statements, registers, month-end reports, and other relevant source documents guided by the audit program on an on-going basis.
6.	Evaluate internal controls to determine risk assessment of the Department, contractors and auditees using auditing standards guided by the audit program on an on-going basis.
7.	Perform complex assignments and audit services as requested by management to provide objective evaluations of the Department, contractors and auditees using auditing standards.
8.	Analyze and validate data provided by the Department, contractors and auditees to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using auditing standards on an on-going basis.
9.	Review data provided by the Department, contractors and auditees to make recommendations using auditing standards on an on-going basis.
10.	Participate in Continuing Professional Education training, using formal and informal resources to meet auditing professional standards as required.
11.	Provide on-the-job training for auditors using manuals, computers, verbal instruction, audit review notes, and prior audits to improve the auditor's work performance on an on-going basis.
12.	Provide consultation to the Department, contractors and auditees to educate on risk management, internal controls, contract language and program efficiencies using auditing standards, State Administrative Manual, Department Policy Manuals, and CalHR guidelines as required.
13.	Participate in the internal appeal process as the audit expert to provide information that will help resolve disputed audit findings using audit reports and audit evidence as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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14.	Provide assistance to the legal counsel of the Department on disputed audit findings and issues using audit reports and audit evidence as required.
15.	Draft requests for legal opinions to obtain interpretation of contract language, laws, rules and regulations, and collaborate with the Department's legal counsel in meetings, using emails, and memorandums as required.
16.	Supervise an audit team to ensure audits are completed timely, efficiently and in compliance with auditing standards as required.
17.	Provide management with feedback on the audit assignment and the audit team members' performance to communicate status, potential issues, and benchmarks by using meetings, memorandums, and emails as required.
18.	Learn various accounting systems and program applications used by the auditee to gather sufficient and appropriate evidence in order to perform the audit as required.
19.	Ensure confidentiality of audit information to maintain its validity, preserve the reputation/trust of the auditee, and protect the Department from liability using audit standards, and Departmental security procedures on an on-going basis.
20.	Review and edit audit team's reports containing the results of audit activities to ensure accuracy, completeness, and adherence to established reporting standards and expectations using the quality control review process on an on-going basis.
21.	Establish and implement consistent performance standards and expectations of staff in order to produce quality work using personnel management skills (e.g. performance evaluations, Individual Development Plans, duty statements, communication skills, etc.) and auditing standards on an on-going basis.
22.	Assign work activities to auditors in consideration of audit workload and organizational priorities to ensure completion of assignments using an auditor's experience/level of expertise as required.
23.	Monitor work of auditors to ensure that it meets quality, quantity, and timeliness using auditing standards on an on-going basis.
24.	Set up controls to ensure timely completion of work assignments and projects using the audit lifecycle framework and audit budgeted hours on an on-going basis.
25.	Complete staff performance evaluations and probationary reports to assess training needs, provide feedback and set expectations using the principles and techniques of personnel management and supervision as required.
26.	Document and communicate staff performance by mentoring, counseling, training, and applying disciplinary activities to ensure the development of employees using the principles and techniques of personnel management and supervision as required.
27.	Promote the Department's Equal Employment Opportunity program to maintain a work environment that is free of discrimination and harassment utilizing training, State and Federal laws and rules, etc. on an on-going basis.

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28.	Implement and adhere to provisions of applicable collective bargaining agreements to ensure compliance utilizing principles and techniques of personnel management and supervision as required.
29.	Develop and apply audit policies, guidelines and procedures to effectively manage the Department's audit functions utilizing audit standards, applicable laws, rules, regulations, and policies as needed.
30.	Assess the significance, magnitude, and probability of the Department's potential risks and assist in developing audit plans to mitigate and minimize the risks using auditing standards as needed.
31.	Communicate organizational goals and priorities to staff to ensure understanding of vision and mission utilizing staff meetings, memorandums, etc. as needed.
32.	Review and evaluate Departmental proposals and contracts (such as Request For Proposals, cost allocation plans, and budget analysis) to ensure accuracy using audit procedures as needed.
33.	Provide supervision to staff assigned to the audit to ensure that audit standards are met and adhered to utilizing State laws, policies and procedures, etc. on an on-going basis.