



DUTY STATEMENT	
Classification: Supervising Management Auditor	Position Number: 130-4163-001
Division/Office/Section: Executive Offices/AUDITS & PROGRAM EVALUATION OFFICE	
Location: Sacramento	Effective Date: 01/01/2015
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): M 01	

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.

POSITION DESCRIPTION:

Under the general supervision of the CalRecycle Director, the Supervising Management Auditor is a member of the CalRecycle Executive Management Team. The incumbent is responsible for planning, organizing and directing the functions of the Office of Audits. The position will provide direct supervision to six supervisors: three Sacramento field offices, two Southern California field offices and the Quality Control section.

ESSENTIAL FUNCTIONS

- 35%** Manage the audit activities for the Office of Audits, including: In concert with Audit supervisors, develop annual work plans for compliance audits that manage risk to the California Beverage Container Recycling Fund (recycling Fund). Oversees the utilization and maintenance of automated system(s) that track the status of all audits from point of initiation through closure and collection of all funds due to the recycling Fund. Performs analyses that consider return on investment for compliance audits and adjusts audit scope and plans accordingly. Incorporates technology to the greatest extent possible in audit work for purposes of using the information for resource management or developing policy. Coordinates with other branches to ensure they are informed of cross cutting issues, industry practices or trends, or audit findings as they affect other Division responsibilities.
- 20%** Regularly communicates information to staff involving overall policies, procedures and keeps staff informed weekly of activities and projects the Division is involved in. Works with supervisors to develop and improve staff capabilities and personally stays abreast of auditing standards and practices.
- 20%** Establishes and maintains contact with program participants, federal, state, local agencies, special interest groups, Department's Legal Office and other Branches regarding audit issues. Travels regularly to the field Offices.
- 15%** Member of the CalRecycle Executive Management Team, responsible for the fulfillment of CalRecycle's mission and goals as they pertain to the Office of Audits. Implements policy and legislative recommendations and regulations and participates in strategic planning. Facilitates the implementation of strategic planning goals and objectives within the Office of Audits.

MARGINAL FUNCTIONS

- 5%** Participates in the development and implementation of CalRecycle's administrative policies. Analyzes the need for legislation or regulations to ensure appropriate internal fiscal or operational controls exist in recycling and manufacturing operations.
- 5%** Provides expert witness testimony in civil or criminal trials on audit findings.