



## DUTY STATEMENT

<b>Classification: Associate Management Auditor</b>		<b>Position Number: 835-130-4159-731</b>
<b>Division/Office/Section: Executive/Audits/Statewide Disbursements</b>		
<b>Location: 801 K Street, Sacramento</b>	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID): R 01</b>		

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 direction of a Senior Management Auditor, the incumbent will independently perform routine complex audits and reviews of entities participating in the various CalRecycle programs subject to audit including fiscal management procedures and practices, as well as examinations of organizational operations and controls. The audits may include weekend and/or overnight travel that may require an adjustment to the employee's work schedule.

### ESSENTIAL FUNCTIONS

- 40%**    Independently plan and perform routine complex audits and reviews of the various CalRecycle programs subject to audit efficiently and effectively. Gather and tabulate preliminary data, including a review of prior audit records and reports. Review and analyze participants' and recipients' records in accordance with established audit policies, procedures and programs. Exercise independent judgment in developing and modifying audit programs and procedures as needed to complete engagements. The incumbent is required to travel to program participants' and recipients' sites to gather and analyze data and perform necessary audit work.
  
- 40%**    In accordance with Government Audit Standards independently prepare clear, concise, accurate, and complete working papers, findings and reports. Provide sufficient evidence that all conclusions and recommendations are supported and meet audit objectives. Use business productivity software including spreadsheets, word processing, and database programs to perform the tasks. Develop alternative documentation strategies or use standard forms and templates when applicable. Exercise flexibility in responding to changing workloads. Complete assignments by the assigned due date.
  
- 10%**    Maintain a knowledge and understanding of Program statute and regulations, CalRecycle policies and procedures, and related industry practices in order to communicate information and recommendations to program participants and recipients in a logical, concise and professional manner. Establish and maintain cooperative relationships with those contacted in and during an audit.

### MARGINAL FUNCTIONS

- 10%**    Special assignments, attend meetings, and complete administrative tasks.



## DUTY STATEMENT

<b>Classification: Staff Services Management Auditor</b>		<b>Position Number: 835-130-5841-731</b>
<b>Division/Office/Section: Executive/Audits/Statewide Disbursements</b>		
<b>Location: 801 K Street, Sacramento</b>	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID): R 01</b>		

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 close supervision of a Senior Management Auditor, and with lead assistance from Associate Management Auditors, the Staff Services Management Audit will perform routine field audits and reviews of entities participating in the various CalRecycle programs subject to audit including fiscal management procedures and practices, as well as examinations of organizational operations and controls. The audits may include weekend and/or overnight travel that may require an adjustment to the employee's work schedule.

### ESSENTIAL FUNCTIONS

- 40%** Assist the Associate Management Auditor to independently plan and perform routine field audits and reviews of the various CalRecycle programs subject to audit. Gather and tabulate preliminary data, including a review of prior audit records and reports. Train to review and analyze participants' and recipients' records in accordance with established audit policies, procedures and programs. Exercise independent judgment and assist in developing and modifying audit programs and procedures as needed to complete engagements. The incumbent is required to travel to program participants' and recipients' sites to assist in and learn to gather and analyze data, and perform necessary audit work.
  
- 40%** In accordance with Government Audit Standards independently prepare clear, concise, accurate, and complete working papers, findings and reports. Develop the skill sets necessary to secure sufficient evidence that all conclusions and recommendations are supported and meet audit objectives. Use business productivity software including spreadsheets, word processing, and database programs to perform the tasks. Develop alternative documentation strategies or use standard forms and templates when applicable.
  
- 10%** Develop and maintain the knowledge and understanding of Program statute and regulations, CalRecycle policies and procedures, and related industry practices in order to communicate information and recommendations to program participants and recipients in a logical, concise and professional manner. Establish and maintain cooperative relationships with those contacted in and during an audit.

### MARGINAL FUNCTIONS

- 10%** Special assignments, attend meetings, and complete administrative tasks.