



<b>DUTY STATEMENT</b>	
<b>Classification: Senior Management Auditor</b>	<b>Position Number: 835-130-4161-001</b>
<b>Division/Office/Section: Office of Audits</b>	
<b>Location: Sacramento</b>	<b>Effective Date: Feb. 1, 2015</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor's Name:</b>	
<b>Collective Bargaining Identifier (CBID): S01</b>	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing). When dealing with the public and/or other employees; develop and maintain knowledge and skills 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 the Supervising Management Auditor, the incumbent provides supervision to a Staff Management Auditor and a group of professional auditors in the Sacramento Field Office, Office of Audits. Travel for this position is approximately 15% per year.

**ESSENTIAL FUNCTIONS**

- 35%** Supervise a Staff Management Auditor and a group of professional auditors engaged in regulatory audits and reviews to ensure the work is performed in a professional, efficient, and effective manner. Prepare performance evaluations and administer personnel policies and collective bargaining agreement provisions.
- 25%** Mentor, coach, and train staff on conducting engagements to ensure audit work is performed in accordance with GAGAS and standards established by the Office of Audits. Assess educational needs of each auditor and prepare individual development plans. Provide one-on-one and/or coordinate group training.
- 20%** Review audit working papers to ensure each engagement was properly planned, supervised, and executed and the audit results are sufficiently supported and accurate. Provide constructive oral and written feedback to auditors with the clear objective of improving the quality, efficiency and effectiveness of the work performed.
- 10%** Responsible for managing the audit work plan to ensure sufficient engagements are completed, and providing general assurance that program reporting is materially correct. Establish work plan priorities, develop and coordinate engagement assignments, monitor work plan progress, and take corrective actions needed to achieve goals.

**MARGINAL FUNCTIONS**

- 5%** Conduct special projects and attend meeting on behalf of the Branch Manager; serve on interview panels as needed for staff recruitment.
- 5%** Interact with other agencies, private groups, and individuals regarding office activities.

### SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
  - Duties performed may require annual physical.
  - Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
  - Requires the utilization of a self-contained breathing apparatus.\*
  - Operates heavy motorized vehicles.\*
  - Requires repetitive movement of heavy objects.\*
  - Performs other duties requiring high physical demand.\* (Explain below)
- \*May require a pre-employment medical examination.
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### ESSENTIAL FUNCTIONS OF POSITION

- VISION** – You must have sufficient vision to perform the following duties: [conduct site visits and verify products, research enforcement related topics; review workpapers, documents, memos, reports and correspondence.](#)
  - HEARING** – Your hearing must be sufficiently acute to perform following duties: [talk on the phone; interact with staff, management, and internal and external customers, conduct site visits.](#)
  - SPEECH** – You must have sufficient ability to speak to perform following duties: [speak to and interact with staff, decision makers, elected officials, local government officials, industry representatives and general public; consult with Legal Office in preparation for court appearances; give testimonies in hearings; conduct site visits.](#)
  - CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties: [site visits warehouse tours](#)
  - RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties: [site visits warehouse tours](#)
  - ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
  - MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: [use of computer, telephone, calculator, and FAX machine; drive vehicle to meetings, workshops, and etc.](#)
  - BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: [site visits warehouse tours](#)
  - SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: [review workpapers, prepare written reports; travel to audit site, attend meetings, and perform division administrative duties that are mandatory for this position.](#)
  - LIFTING** – You must be able to lift up to pounds to perform the following duties:
  - CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: [organize, plan and coordinate enforcement related activities; evaluate proposals and major program goals; prepare written products; conduct sit visits and warehouse tours; make presentations at public meetings and testify at hearings.](#)
  - EQUILIBRIUM/BALANCE** – You must be able to perform [the duties described in the job description](#) in such a manner that you do not jeopardize the safety of others.
  - LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform [the duties described in the job description](#) in such a manner that you do not jeopardize the safety of others.
  - CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform [the duties described in the job description](#) in such a manner that you do not jeopardize the safety of others.
  - DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: [drive to audit site, workshops, training classes, and conferences](#)
  - Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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### EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.