

DUTY STATEMENT

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Employee Name: Vacant	Current Date: July 2024
Classification: Senior Management Auditor/Supervising Management Auditor	Position #:673-820-4161-976
Division/Office: FSD/Audit Services Branch	CBID: M01
Section:	
Supervisor Name: Irene Leung	Supervisor Classification: C.E.A.

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents my assigned duties.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 2.0 Staff Management Auditors

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 2

MISSION OF SECTION: The mission of the Audit Services Branch is to safeguard California’s investments in air quality, climate change initiatives, and community well-being by ensuring the highest level of fiscal responsibility, accountability, and performance across all California Air Resources Board (CARB) grant programs. The vision of the Audit Services Branch is to become a national leader in the transparent, ethical, and effective oversight of public funds allocated for environmental and climate initiatives and establish a governance model that others can aspire to.

CONCEPT OF POSITION: Under the general direction of the Fiscal Services Division Chief, the Senior Management Auditor leads and supervises the Audit Services Branch, overseeing both financial audits of grantees and internal audits for CARB. This position ensures high-quality fiscal audits, compliance with professional standards, and effective communication of audit findings and recommendations. Travel for this position is between 25-40% per year.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Supervise and lead the Audit Services Branch, including planning, organizing, and directing the work of Staff Management Auditors and other audit staff. Develop and implement audit methodologies, procedures, and quality control measures. Assign and review work to ensure proper execution of audit plans and adherence to professional auditing standards. Create and implement training programs to equip Audit Services Branch staff with the skills needed for proficient audit management.
30% - E	Develop comprehensive audit plans and conduct risk assessments to identify areas of potential non-compliance. Execute audits according to established protocols and standards. Ensure compliance with CARB policies, state regulations, and funding requirements. Review and approve audit plans, reports, and recommendations prepared by staff. Ensure audit work is adequately supported, meets professional standards, and effectively communicates findings. Provide technical guidance and mentorship to staff on complex audit issues, risk assessments, and emerging trends in auditing practices.
15% - E	Collaborate with CARB management to identify high-risk areas, develop annual audit plans, and communicate audit results. Prepare detailed audit reports documenting findings, conclusions and recommendations. Present

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	<p>audit findings to management and stakeholders clearly and concisely. Monitor the implementation of audit recommendations by grantees. Track corrective actions taken in response to audit findings. Provide guidance and support to grantees to facilitate effective resolution of audit issues. Serve as a key liaison between the Audit Services Branch and other CARB divisions, as well as external agencies and organizations.</p>
10% - E	<p>Oversee the professional development of audit staff. Conduct performance evaluations, provide coaching, and implement strategies to enhance staff skills and effectiveness. Foster a culture of continuous improvement within the Audit Services Branch.</p>
10% - M	<p>Personally conduct or supervise the most complex and sensitive audits. Develop relationships with key stakeholders, including grantees and other government agencies. Stay informed of changes in auditing standards, relevant laws and regulations, and best practices in government auditing. May perform other duties related to and under the scope of the classification.</p>