

DUTY STATEMENT

Employee Name:	Position Number: 580-015-4159-712
Classification: Associate Management Auditor	Tenure/Time Base: Full Time / Permanent
Working Title: Lead Auditor	Work Location: 1415 L Street, Suite 630, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Compliance	Branch/Section/Unit: Grant Compliance Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by evaluating local health jurisdictions' use of federal grant funding designed to upgrade and integrate state and local preparedness for public health emergencies.

The Associate Management Auditor (AMA) conducts a full range of journey level auditor duties including; fiscal, compliance, and performance audits conducted in a timely and professional manner in accordance with the government auditing standards, and the requirements applicable to grants and federal funds. May act as program lead for the more difficult and complex assignments. Up to 15% travel throughout California may be required. Overnight business may require transporting bags up to 25 pounds of equipment such as computers, working papers, etc.

The incumbent works under the direction of the Grant Compliance Unit Manager (Staff Management Auditor).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Independently conducts fiscal, compliance, and performance audits in accordance with applicable auditing standards, develops audit objectives, internal control surveys, and audit procedures. Determines and evaluates criteria applicable to the audits. Conducts entrance conferences, gathers preliminary information such as laws, regulations, organizational charts, policies and procedures, prior audit reports, and prior work papers. Leads, conducts, and documents interviews regarding applicable processes. Documents current program operations and work processes using flowcharts and narratives, identifies weaknesses and strengths within the processes.
- 30% Independently conducts and evaluates risk to determine and inform audit focus and procedures. Writes audit programs based on risk assessments. Selects samples for testing based on statistical sampling and other methods, performs testing to address audit objectives, and summarizes findings supported by work papers and sufficient and appropriate evidence in accordance with applicable auditing standards.
- 25% Leads and conducts exit conferences with audited program staff and management. Writes the more complex audit reports including findings and recommendations, and documents work performed. Coordinates open audit recommendations and ensures follow-up are conducted.
- 10% Independently conducts the more complex and varied non-audit services in compliance with auditing standards. Non-audit services may include personnel investigations, consulting activities, training, special analytical projects, and research as needed. Participates with other internal audit staff to facilitate periodic department-wide risk assessments, and participates in the development of annual audit planning activities.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions	I have read and understand the duties and requirements listed above, and am able to perform
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of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: DS	Date 5/2/2023		