



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Office of State Audits and Evaluations	POSITION NUMBER	300-370-5427-XXX
CLASSIFICATION	Financial and Performance Evaluator III		

POSITION SUMMARY

This is the working specialist or super-journeyperson level. Under the supervision of the Supervisor-Financial and Performance Evaluator in the Office of State Audits and Evaluations, incumbents independently and proficiently handle the most complex, visible, and/or sensitive assignments. Incumbents in this series are specialists who have demonstrated strong analytical abilities and a comprehensive understanding of a broad range of financial and program issues, including standards and criteria issued by authoritative bodies. Specialists at this level develop expertise and serve as a resource in specific fiscal and program areas. Incumbents assist in staff development and serve in a lead capacity over lower-level staff.

ESSENTIAL FUNCTIONS

50%	<p>While maintaining proficiency of all FPE I and II knowledge, skills, and abilities, perform audits, special studies, and investigations of a more complex or sensitive nature. This includes the following:</p> <ul style="list-style-type: none"> • Continue the duties of an FPE I and II, as appropriate to each assignment. • Through technical expertise, gain the confidence of clients, peers, and other individuals to effectively provide audit and consultation services. • Plan, design, conduct, and complete the most complex and/or sensitive assignments within scope, available resources, timely, and within budget. • Communicate with management, clients, peers, and interested parties on assignment status and other information. • Resolve client issues and concerns through effective communication and problem solving techniques. • Plan, prepare, and conduct presentations in a clear, logical, and professional manner. • Present and defend audit results in formal meetings and hearings.
25%	Serve as a specialist and/or subject matter expert and provide technical guidance, assistance and training to staff, clients, and others.
15%	Assist in staff development through leading by example, training, and providing constructive feedback. Serve in a lead capacity on a wide range of the most complex assignments. Review and edit written work products of others to ensure accuracy, completeness, and the scope and objectives of the assignment are met. Provide feedback to management regarding employee performance. Participate in the recruiting/examination process to hire and promote staff.
MARGINAL FUNCTIONS	
5%	Provide technical assistance with the development of proposed assignments, and preparing Budget Change Proposals or Bill analyses.
5%	Perform other non-essential operational and administrative related tasks as assigned.

SPECIAL REQUIREMENTS:

Working Conditions/Physical Demands:

- Travel to worksites away from the Office of State Audits and Evaluations' (OSAE) office which may require multiple/consecutive day trips or overnight stays on a continuous basis.
- Maintain regular and acceptable attendance levels.
- Extended hours during peak times.
- Be available and willing to work the hours OSAE determines are necessary to meet its operational needs.
- Lift and carry luggage, files and documentation, and portable laptop computer equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

The incumbent is required to possess all the Financial and Performance Evaluator (FPE) I and II knowledge, in addition to the following:

- Broad range of analytical, evaluative, and research techniques.
- Project development and management skills and techniques.
- Leadership and coaching principles and practices.
- Develop expertise in a specified technical subject matter/and or specialty.

The incumbent is required to possess all the FPE I and II skills and abilities, in addition to:

- Exercise a high degree of initiative, judgment, independence, responsibility, and leadership on all assignments.
- Plan, manage, and complete the work of specialized, complex, sensitive, and/or open-ended assignments efficiently, effectively, timely, and within budget.
- Analyze and research complex issues, develop and evaluate alternatives, make decisions, and recommend effective courses of action.
- Identify risks and deficiencies in various programmatic/technical areas, and determine cost-effective solutions.
- Develop and recommend changes in assignment scope based on ongoing evaluation.
- Effectively review and edit written work products.
- Communicate in a logical, clear, concise, persuasive, and professional manner during complex, contentious, and/or sensitive situations.
- Effectively train and provide specialized subject-matter guidance and constructive feedback to staff, clients, and others.
- Acquire and develop skills in specific technical and complex subjects.
- Learn and apply concepts, terminology, and analytical techniques for a specified industry and/or work assignment.
- Participate in office committees and sub-committees and as necessary, provide recommendations to management to assist with the development of operational and administrative policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

EMPLOYEE SIGNATURE		DATE	
I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	
HR ANALYST INITIALS		DATE	