

EDITED KSAPC LISTING

CLASSIFICATION: SUPERVISING MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of principles and practices of organizational management, accounting and auditing to instruct or lead audit teams in the performance of an effective audit.
K2.	Basic knowledge of statistics to evaluate valid statistical sampling and methods used to extrapolate numerical findings using probability techniques.
K3.	Comprehensive knowledge of organization and management in the public and private sector, current trends and problems in governmental management to assess whether audit tests will identify critical or emerging issues.
K4.	Basic knowledge of principles of electronic data processing, the uniform accounting system and the financial organization and procedures of the State of California to obtain accurate information related to expenditure accountability.
K5.	Advanced knowledge of principles and techniques of personnel management and supervision to evaluate the workload and performance of employees.
K6.	Basic knowledge of methods of auditing through electronic data processing systems to verify all financial and personnel transactions are appropriately posted.
K7.	Comprehensive knowledge of program budgeting to ensure compliance with staff and expenditure plans.
K8.	Comprehensive knowledge of organization and management of a broad range of agencies and departments to obtain a consensus in methods needed to achieve the annual audit plan.
K9.	Advanced knowledge of group leadership techniques to bring cohesiveness to the audit team and improve communication amongst team members.
K10.	Advanced knowledge of program planning and evaluation to conduct effective audits utilizing available resources.
K11.	Comprehensive knowledge of the Department's Equal Employment Opportunity (EEO) objectives to assure a workplace free of harassment and discrimination.
K12.	Comprehensive knowledge of a manager's role in the EEO program and the processes available to meet equal employment opportunity objectives to assure a workplace free of harassment and discrimination.
K13.	Comprehensive knowledge of policies, rules and regulations of the Legislature, State Controller, Department of Finance and central control agencies as they relate to State agency financial and program management activities to effectively conduct fiscal and program compliance audits.

EDITED KSAPC LISTING

CLASSIFICATION: SUPERVISING MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Ability to:	
A1.	Learn and apply general and specialized accounting and management auditing principles and procedures as used in state government to evaluate proposed auditing methodologies.
A2.	Conduct financial and management duties of a variety of State agencies, governmental jurisdictions and other entities to conduct operational and fiscal audits.
A3.	Perform investigations of accounting and financial organizational procedures and problems to verify consistency with state and federal laws, rules and regulations.
A4.	Communicate effectively with executive management and audit staff to achieve agreed upon audit plan.
A5.	Analyze data and take effective action to ensure accuracy of audit findings presented to executive staff.
A6.	Assume responsibility for complex audit studies to ensure accountability for audit results.
A7.	Plan, organize and direct the work of staff engaged in a variety of complex, technical, program and management audits to perform successful audits.
A8.	Work effectively with top-level managers of State agencies and other organizations to establish an annual audit plan that addresses known and emerging issues.
A9.	Carry out State and departmental EEO policies.

EDITED KSAPC LISTING

CLASSIFICATION: SUPERVISING MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
<i>Special Personal Characteristics:</i>	
SPC 1.	Ability to qualify for a fidelity bond.
SPC 2.	Willingness to travel and work away from the headquarters office.