

## EDITED KSAPC LISTING

CLASSIFICATION: STAFF SERVICES MANAGEMENT AUDITOR

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge and application of elementary statistics to perform statistical sampling methods.
K2.	Basic knowledge of organization and management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
K3.	Basic knowledge and applications of electronic data processing (i.e., Word, Excel) to develop work papers and write audit reports and memos.
K4.	Basic knowledge of validating electronic databases to ensure accuracy and integrity of data.
K5.	Basic knowledge of auditing standards used to conduct financial, compliance and operational audits to ensure audits are conducted using the appropriate standards.
K6.	<b>Basic knowledge of report writing techniques to effectively communicate audit findings.</b>
K7.	<b>Basic knowledge of financial analysis principles and concepts to assess the fiscal impact of programs, policies and/or procedures.</b>
K8.	<b>Basic knowledge of data analysis methods and techniques to interpret data, draw appropriate conclusions and make decisions when conducting audit activities (including review and/or investigation).</b>
K9.	<b>Basic knowledge of time management techniques to oversee the prioritization and completion of work.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Pay attention to detail and focus on the task at hand to ensure accurate and timely completion of assignments.
A2.	Communicate orally and in writing to produce clear and accurate audit reports.
A3.	<b>Conduct financial, compliance and operational audits of the Department's programs and its contractors, governmental jurisdictions and other entities to determine accountability and compliance with laws, rules and regulations.</b>
A4.	<b>Assist in gathering accounting and financial data to be used in conducting audits.</b>
A5.	<b>Apply interpersonal skills to secure and maintain the respect and cooperation from all levels of staff.</b>
A6.	<b>Analyze the reliability and integrity of data to determine compliance with policies and procedures, ensure the accuracy of audit findings and make audit recommendations.</b>
A7.	<b>Work independently and/or in a team environment to accomplish audit objective.</b>
A8.	<b>Learn and apply accounting principles and auditing standards and procedures to effectively and efficiently perform your duties.</b>
A9.	<b>Work on multiple assignments in various stages to ensure timely completion of audits.</b>
A10.	<b>Manage time to maximize productivity during work hours.</b>
A11.	<b>Make formal presentations in a group setting to communicate audit findings, recommendations and training.</b>
A12.	<b>Interpret evidence gathered from information during the audit to support the audit results.</b>
A13.	<b>Conduct interviews to obtain information that can be useful in achieving the objective of the audit.</b>
A14.	<b>Work under the pressure of short timelines when completing projects or assignments.</b>
A15.	<b>Use Microsoft Word and Excel to document and communicate audit results.</b>
A16.	<b>Analyze and evaluate problems accurately and thoroughly, in order to determine and implement effective, appropriate courses of action.</b>
A17.	<b>Anticipate consequences of present decisions or courses of action.</b>
A18.	<b>Identify all facts and implications related to a situation before drawing conclusions determining courses of action.</b>
A19.	<b>Use standard office equipment to complete work assignments.</b>
A20.	<b>Identify information, materials, and resources needed to complete projects and assignments.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Willingness to travel and work away from the headquarters office to conduct audits of institutions, CDCR contractors and governmental entities.
<b>PC2.</b>	<b>Ability to qualify for a fidelity bond.</b>
PC3.	<b>Ability to possess and maintain a valid California Driver's License.</b>