

## EDITED KSAPC LISTING

### CLASSIFICATION: STAFF 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.	Comprehensive knowledge of principles and practices of organizational management to effectively manage your program.
K2.	Advanced knowledge of principles and practices of auditing to effectively analyze and verify data.
K3.	Comprehensive knowledge of principles and practices of accounting to effectively analyze and verify data.
K4.	Comprehensive knowledge and application of elementary statistics to perform statistical sampling methods.
K5.	Comprehensive 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.
K6.	Advanced knowledge and applications of electronic data processing to develop work papers and write audit reports and memos.
K7.	Comprehensive knowledge of policies, rules, and regulations of the Legislature, State Treasurer and control agencies (State Controller, Department of Finance) to evaluate departmental financial and program management activities.
K8.	Comprehensive knowledge of principles and techniques of personnel management and supervision to adequately supervise the performance of employees.
K9.	Comprehensive knowledge of probability sampling to adequately assess accuracy of data records.
K10.	Comprehensive knowledge of program budgeting to gain an understanding of the fiscal operation.
K11.	Advanced knowledge of auditing methods through electronic data processing systems to ensure compliance with current standards.
K12.	<b>Comprehensive knowledge of validating electronic databases to ensure accuracy and integrity of data.</b>
K13.	<b>Comprehensive knowledge of program and line item budgeting to determine compliance with expenditure plans.</b>
K14.	<b>Advanced knowledge of report writing techniques to effectively communicate audit findings.</b>

## EDITED KSAPC LISTING

### CLASSIFICATION: STAFF MANAGEMENT AUDITOR

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

<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Plan, organize, and direct the work of a small group of auditors to effectively manage the audit and meet operational goals.
A2.	Assume responsibility for complex audit studies to effectively manage the audit and meet operational goals.
A3.	Contribute to the Department's Equal Employment Opportunity objectives to promote a work environment free of discrimination.
A4.	<b>Empower staff to work independently and/or in a team environment to accomplish audit objectives.</b>
A5.	<b>Learn and apply auditing principles and procedures to effectively and efficiently perform the essential duties.</b>
A6.	<b>Supervise multiple assignments in various stages to ensure timely completion of audits.</b>
A7.	<b>Establish and maintain project priorities to complete projects on time.</b>
A8.	<b>Manage time to maximize productivity during work hours.</b>
A9.	<b>Make formal presentations in a group setting to communicate audit findings and recommendations.</b>
A10.	<b>Ensure that staff gathers appropriate and sufficient evidence during the audit to support the audit results.</b>
A11.	<b>Train staff in conducting interviews to obtain information that can be useful in achieving the objective of the audit.</b>
A12.	<b>Use Microsoft word and excel proficiently to document and communicate audit results.</b>
A13.	<b>Supervise financial, compliance and performance audits of the Department, programs, contractors, and auditees to determine accountability and compliance with laws, rules, regulations, and policies.</b>
A14.	<b>Gain and maintain the respect and cooperation from all levels of staff to ensure professional integrity and credibility.</b>
A15.	<b>Communicate effectively to exchange information and/or provide assistance to staff and others.</b>
A16.	<b>Review the reliability and integrity of data to determine compliance with policies and procedures.</b>
A17.	<b>Ensure the accuracy of audit findings and make recommendations to comply with auditing standards.</b>

## EDITED KSAPC LISTING

CLASSIFICATION: STAFF MANAGEMENT AUDITOR

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

<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Willingness to travel statewide and work away from headquarters office to conduct audits.
PC2.	Ability to qualify for a fidelity bond for liability issues.
PC3.	<b>Ability to possess and maintain a valid California Driver's License to conduct audits statewide.</b>

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*