

**CLASS SPECIFICATION  
Management Auditor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, participates in and conducts difficult and responsible management, performance and other specialized audits; prepares reports of findings and recommendations; and performs related duties as assigned.

**NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.**

**DISTINGUISHING CHARACTERISTICS**

Management Auditors conduct a wide variety of difficult and responsible management, performance and other specialized audits and analyze and synthesize a broad array of quantitative and qualitative information to prepare recommendations on operational, budgetary, organizational and other administrative matters. Incumbents must exercise keen analytical and management skills, effective written and oral communication skills and be able to respond to multiple issues involving a broad range of subject matter.

Management Auditor is distinguished from Senior Management Auditor in that incumbents in the latter class independently perform more specialized and sensitive audit assignments which require a thorough knowledge of audit principles and applications and a greater degree of independent judgment and discretion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Prepares audit plans; develops detailed work plans; outlines analytic path to achieve audit objectives; reviews laws, policies, best practices, regulations, contracts and previous audit reports; schedules and arranges audits.
2. Collects information; interviews appropriate parties; identifies experts in field of study for interviews.
3. Collects data from electronic databases, manual records, surveys, and/or questionnaires; conducts complex data analysis.
4. Writes and organizes memoranda and other working papers to document interviews, research methodologies, results of analyses and other research conducted.
5. Drafts reports that summarize analyses of complex management issues, discuss management weaknesses and recommends solutions to issues or problems identified.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and standards of governmental auditing standards.
2. Advanced principles, practices and methods of organizational, operations, performance and procedural analysis.
3. Principles and practices of public administration.
4. Principles, practices, methods and techniques of economic and financial analysis and forecasting.
5. Financial/statistical/comparative analysis tools, techniques and formulae and computer software appropriate for sophisticated statistical analysis and data management.
6. Practices and procedures of enterprise and governmental accounting, including cost and project accounting and methods of financial control and reporting.
7. Basic principles, tools and techniques of project planning and management.
8. Project management and organizational skills; research techniques; program evaluation and cost-benefit methodologies.

### **Ability to:**

1. Analyze complex operations, financial and organizational issues and problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret myriad data, either in statistical or narrative form.
3. Read, interpret and write complex technical/legal documents.
4. Research, understand, interpret and apply federal, state and local laws, regulations and court decisions, including Portland's City Charter and Code.
5. Use sophisticated statistical, spreadsheet, database and geographic information system software to maintain data and conduct analyses.
6. Develop and administer surveys and questionnaires.
7. Write clearly, concisely and convincingly; summarize complex ideas and data; prepare presentations including appropriate graphic displays.
8. Exercise initiative and sound independent judgment within established guidelines.
9. Establish and maintain effective working relationships with bureau managers, City officials, representatives of other governmental agencies and others encountered in the course of work.
10. Be comfortable working in a wide variety of settings and with new and often complex government operations.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, finance or a closely related field; and at least three years of progressively responsible experience in management, operations, financial and similar auditing and analyses; or an equivalent combination of training and experience. Graduation from a university with a graduate degree or professional certification in public administration, public policy, urban planning or business administration is preferred. Experience in a public agency is preferred.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised: 03-05-12; minor revisions due to classification review

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0536 MANAGEMENT AUDITOR. Adopted: 12-01-89; Revised: 07-01-90, 07-01

June 2009 - Change Job Class number from 7322 to 30000548, due to system change.