

**CLASS SPECIFICATION**  
**Principal Management Auditor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs highly complex and responsible administrative, financial, statistical and management performance analyses of City and bureau activities, functions and programs; provides sound professional recommendations for action and significant assistance in formulating policy and procedures and improving operational and organizational performance; achieves identified research and audit objectives; develops comprehensive reports of findings and recommendations; identifies, monitors and reports on performance measures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Principal Management Auditors conduct and carry out highly complex analyses, audits, and studies on a wide range of management, administrative, financial, budgetary, operational and other organizational issues in support of the planning and execution of bureau mission, goals and objectives. Incumbents are expected to define and apply appropriate study methodologies, utilize sound analytical tools and techniques and apply generally accepted audit standards and principles on large-scale projects to achieve sound, reliable, fact-based conclusions and recommendations. Principal Management Auditors are expected to produce public reports that are both independent and objective on sensitive or controversial issues. Assignments are generally given in terms of a broad scope of work and work is evaluated on the basis of results achieved.

Principal Management Auditor is distinguished from Senior Management Auditor in that incumbents in the former class are responsible for independently planning and carrying out projects and assignments of considerably greater breadth and complexity.

**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. Plans, organizes, coordinates, supervises, and conducts complex administrative, operational, financial and management studies and audits of City and Bureau activities, functions, and programs; identifies opportunities to improve bureau efficiency and effectiveness and to solve problems; determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with City commissioners, bureau management, and bureau representatives; prepares reports of study conclusions; and develops implementation recommendations.

2. Performs highly complex work in conducting specialized financial, management, and organizational analyses; analyzes and researches industry best practices; identifies and evaluates a variety of administrative practices and issues; makes oral and written presentations of findings, conclusions and recommendations.
3. Prepares detailed work plans to accomplish audit objectives; completes analytic tasks in accordance with established milestones and standards; obtains documents and prepares written record of work performed; reviews laws, policies, best practices, regulations, contracts and previous audit reports; collects qualitative and quantitative data; interviews appropriate officials and parties; observes operations and activities in the field; identifies and interviews experts in field of study.
4. Serves as project manager for a variety of complex management, performance and other specialized audits; plans, organizes, directs, monitors, integrates and evaluates work performed by audit staff or consultants; develops meeting agendas and facilitates meetings; reviews consultant contracts managed by other project managers.
5. Provides technical assistance to bureaus and others as requested in support of activities to influence legislative and regulatory changes; assists bureaus with clarification of mission and goal statements and the development of performance measures; respond to City commissioner requests for bureau performance information, investigation of problem areas and allegations of inappropriate activities, and technical advise on financial and management issues.
6. Drafts a wide variety of materials including reports, procedures, manuals, briefing packets, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations, and a variety of other supporting materials.
7. Conducts quality assurance reviews of audit files and working papers to ensure compliance with Government Auditing Standards.

## **OTHER DUTIES**

1. Represents City Auditor and Audit Services Division at inter-agency meetings of City bureaus and committees, at community and professional meetings and conferences, and before City Council, legislative hearings, and other regulatory settings.
2. Oversees projects completed by outside consultants; monitors and reports on progress; ensures that deliverables meet bureau needs and contract requirements.
3. Coordinates, manages and participates in special projects and assignments, both within a bureau and with other local agencies.
4. Writes and organizes memoranda and other working papers to document interviews, results of analyses and other research conducted.

5. Assists assigned bureaus in the development of performance measures; collects and verifies performance measure data.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced principles and practices of government performance auditing and generally accepted government auditing standards.
2. Advanced principles, practices and methods of organizational, operational, administrative, performance and procedural research and analysis, including program evaluation methodologies.
3. Principles and practices of public administration including budgeting, purchasing, risk management, human resource management, public contracting and maintenance of public records.
4. Principles, practices, methods and techniques of 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. Government accounting principles and the practices and procedures of enterprise and fund 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. Federal, state and local laws and regulations applicable to assigned areas of responsibility.
9. Basic principles and practices of organizational development.
10. Methods and procedures for design and installation of management and administrative control systems.

### **Ability to:**

1. Perform highly complex analyses of financial, budgetary, operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret a broad range of complex data, either in electronic, written, statistical or narrative form.
3. Apply governmental audit standards to audit work conducted.

4. Understand, interpret and apply federal, state and local laws, including Portland's City Charter and Code, and relevant regulations, ordinances, and policies.
5. Use sophisticated statistical, spreadsheet, database and geographic information system software to maintain data and conduct analyses.
6. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
7. Present conclusions and recommendations clearly, logically and persuasively to a diverse group of audiences.
8. Write clearly, concisely and convincingly; summarize complex ideas and data; prepare presentations including appropriate graphic displays.
9. Exercise expert independent judgment within broad policy and procedural guidelines.
10. Establish and maintain effective working relationships with bureau managers, City officials, representatives of other governmental agencies and others encountered in the course of work.

**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, accounting, finance or a closely related field; and at least five years of progressively responsible professional experience in management, operations, financial and similar auditing and analyses; or an equivalent combination of training and experience. An advanced academic degree or professional certification is a strongly preferred credential. Experience in a public agency is also preferred.

**Licenses; Certificates; Special Requirements:**

License as a Certified Municipal Auditor, Certified Internal Auditor or the equivalent 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 depend, 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; class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7324 to 30000550, due to system change.

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