

Office of the City Auditor

CLASS SPECIFICATION

PERFORMANCE AUDITOR I

[Salary Grade 56](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under routine supervision, assists in conducting analyses, audits, and studies on a wide range of management, administrative, financial, budgetary, operational, and other organizational issues.

Responsibilities include: assisting in planning and carrying out management, performance and other specialized audits and analyses of City and Bureau/Office activities, functions, and programs; defining and applying study methodologies; using analytical tools and techniques; applying generally accepted government auditing standards to achieve reliable and factual conclusions and recommendations; ensuring findings, conclusions, and recommendations are supported and aligned with project objectives.

DISTINGUISHING CHARACTERISTICS

Performance Auditor I is the first of three classifications in the Performance Auditor series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Performance Auditor I is distinguished from Performance Auditor II in that the latter independently performs more complex, difficult, and sensitive audit assignments, exercises a greater degree of independent judgment and discretion and leads audit fieldwork assignments.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Prepare audit plans; develop detailed work plans; outline analytic path to achieve audit objectives; review laws, policies, best practices, regulations, contracts and previous audit reports; schedule and arrange audits.
3. Perform audit procedures to evaluate compliance with laws and regulations; evaluate internal controls; assess the accuracy of financial reports and management information; evaluate program and operational efficiency; provide recommendations for improved performance and effectiveness.
4. Collect information and data from electronic databases, manual records, surveys, and questionnaires; interview appropriate parties; identify subject matter experts for interviews.
5. Write and organize memoranda and other working papers to document interviews, research methodologies, results of analyses, and other research.
6. Conduct complex data analysis; draft reports that summarize analyses of complex management issues; discuss management weaknesses; recommend solutions to issues.
7. Participate in planning activities associated with development of audit schedules, emerging and potential audit topics, policy proposals, and other issues impacting the Auditor's Office and City Bureaus/Offices.

8. Participate in periodic peer reviews; meet with external peer reviewers; provide requested documentation; respond to feedback.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under routine supervision by the Director of Audit Services and periodically reviewed by the City Auditor.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of basic principles and practices of government performance auditing and generally accepted government auditing standards established by the U.S. Government Accountability Office.
2. Knowledge of basic principles, practices, and methods of organizational, operational, administrative, performance, and procedural research and analysis; tools and techniques of project planning and management; research methods and statistical sampling techniques; quantitative and qualitative analysis; public administration.
3. Ability to collect, evaluate, and interpret a broad range of data, either in electronic, written, statistical, or narrative form; perform complex analyses of financial, budgetary, operational, and organizational issues; evaluate alternatives and reach logical and fact-based conclusions and recommendations.
4. Ability to research, understand, interpret, and apply relevant federal, state, and local laws, statutes, regulations, ordinances, policies, guidance, and case law.
5. Ability to use City-specific technology and general office software, including statistical, spreadsheet, and database software to maintain data and conduct analyses.
6. Ability to communicate effectively, both orally and in writing; present conclusions and recommendations clearly, logically, and persuasively to diverse audiences; prepare concise and comprehensive reports, correspondence, and other documents appropriate to the audience.
7. Ability to exercise initiative and sound independent judgment within established guidelines.
8. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others.

MINIMUM QUALIFICATION REQUIRED

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public policy, journalism, program evaluation or related field.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Some professional experience in a related field.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: