

## Office of the City Auditor

### CLASS SPECIFICATION

#### PERFORMANCE AUDITOR II

##### [Salary Grade 57](#)

Established: December 13, 2018

#### **CLASSIFICATION SUMMARY**

Under limited supervision, performs complex analyses, audits, and studies on a wide range of management, administrative, financial, budgetary, operational, and other organizational issues.

Responsibilities include: independently planning, organizing, leading, monitoring, and carrying out management, performance and other specialized audits and analyses of City activities, functions, and programs; defining and applying appropriate study methodologies; using analytical tools and techniques; applying generally accepted government auditing standards on complex projects to achieve reliable and factual conclusions and recommendations; leading audit projects.

#### **DISTINGUISHING CHARACTERISTICS**

Performance Auditor II is the second 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 II is distinguished from Performance Auditor I in that the former independently performs more complex, difficult, and sensitive audit assignments, exercises greater independent judgment and discretion, leads audit fieldwork assignments, and reviews and approves work performed by Performance Auditor I positions and external auditors.

Performance Auditor II is distinguished from Performance Auditor III in that the latter is responsible for planning, leading, and completing larger-scale or highly complex projects and takes a leadership role to improve quality across audit projects.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of the following and perform 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. Lead project teams in performing a variety of complex and sensitive management, performance, and other specialized audits; monitor, integrate, and evaluate work performed by audit staff or consultants; prepare audit scope, objectives, and audit plan; determine audit milestones; determine techniques and processes; identify issues; analyze findings and make recommendations; communicate audit results to those responsible for programs subject to audit; oversee completion of tasks in accordance with applicable policies and generally accepted government auditing standards.
3. Conduct administrative, operational, financial, and management studies and audits of City activities, functions, and programs; identify opportunities to improve efficiency, effectiveness, and equity, and solve problems.

4. Draft audit reports that are clear, concise, and targeted to specific audiences; finalize reports with input from senior management and City Auditor.
5. Conduct quality reviews of audit findings, conclusions, and recommendations; review audit reports for support statements, internal consistency, clarity, context, and assurance that information is accurate and consistent with generally accepted government auditing standards.
6. Consult and advise elected officials on issues related to government operations, audit methods, and other technical matters within the audit profession.
7. Participate in planning activities associated with development of audit schedules, emerging and potential audit topics, policy proposals, and other issues that affect the City Auditor's Office.
8. Participate in periodic peer reviews; meet with external peer reviewers; provide requested documentation; respond to feedback.
9. Oversee projects completed by consultants; monitor and report on progress; communicate and resolve issues with external service providers on products, schedule, billing, and other administrative issues; ensure that deliverables meet needs and contract requirements.
10. Represent the City Auditor's Office at community and professional meetings, committees, conferences, and before City Council, legislative hearings, and other regulatory settings.

### **SUPERVISION RECEIVED AND EXERCISED**

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

This classification has no supervisory responsibilities, but leads audit teams.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of principles and practices of government performance auditing and generally accepted government auditing standards established by the U.S. Government Accountability Office.
2. Thorough knowledge of principles, practices and methods of organizational, operational, administrative, performance, and procedural research and analysis, including program evaluation methodologies.
3. Knowledge of principles, tools, and techniques of project planning and management.
4. Knowledge of principles and practices of public administration, including financial management, budget preparation and administration, governmental accounting, human resources management, risk management, public contracting, purchasing, and maintenance of public records.
5. Knowledge of research methods and statistical sampling techniques, and quantitative and qualitative analysis.
6. Knowledge of the principles and practices of operational and strategic planning and business communication.
7. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
8. Ability to develop and execute multipart audit plans; 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.
9. Ability to use City-specific technology and general office software, including statistical, spreadsheet, and database software to maintain data and conduct analyses.

10. Ability to communicate effectively, both verbally 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.
11. Ability to exercise sound independent judgment within broad policy and procedural guidelines.
12. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**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;

AND

**Experience:** Three (3) years of progressively responsible professional experience in financial management, operations, government or public-sector auditing.

OR

Equivalent combination of training and experience.

### **Special Requirements and/or Qualifications:**

None.

### **Preferred Qualifications:**

Professional certification in a related field.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: