

Office of the City Auditor

CLASS SPECIFICATION PERFORMANCE AUDITOR III

[Salary Grade 58](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

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

Responsibilities include: independently planning, organizing, supervising, and carrying out complex 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 fact-based conclusions and recommendations; leading audit teams through highly complex audits; taking a leadership role to improve quality across audit projects.

DISTINGUISHING CHARACTERISTICS

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

Performance Auditor III is distinguished from the Director of Audit Services in that the latter is responsible for the supervision of Performance Auditor positions and the former is responsible for overseeing audit procedures on projects.

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. Plan, organize, coordinate, lead, and conduct complex 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.
3. Develop detailed work plans to guide activities and address audit objectives; estimate schedule and budget; determine techniques and processes; identify issues; analyze alternatives and make recommendations; discuss findings with and solicit feedback from those responsible for the programs and operations subject to audit; incorporate revisions into draft audit reports; finalize reports with input from senior management and City Auditor; develop implementation recommendations.
4. Assign, facilitate, coordinate, and supervise data collection; provide adequate resources and direction to audit staff to ensure audit objectives are completed within assigned timeframes;

facilitate periodic status updates with audit staff and management to review conclusions and monitor project milestones.

5. Draft a variety of materials, including reports, working papers, procedures, manuals, briefing packets, and proposed Code or ordinance changes.
6. Conduct quality assurance reviews of audit files and working papers to ensure compliance with government auditing standards.
7. Consult and advise elected officials on issues related to government operations, audit methods, and other technical matters within the audit profession.
8. 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.
9. Participate in periodic peer reviews; meet with external peer reviewers; provide requested documentation; respond to feedback.
10. 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.
11. 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 provides leadership and administrative oversight of audit teams and support staff on complex projects.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of principles and practices of government performance auditing and generally accepted government auditing standards established by the U.S. Government Accountability Office.
2. Advanced knowledge of principles, practices, and methods of organizational, operational, administrative, performance, and procedural research and analysis, including program evaluation methodologies.
3. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, and current business communication.
4. Knowledge of principles, tools, and techniques of project planning and management.
5. 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.
6. Knowledge of research methods and statistical sampling techniques, and quantitative and qualitative analysis.
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 complex data, either in electronic, written, statistical, or narrative form; perform highly complex analyses of financial, budgetary, operational, and organizational issues; evaluate alternatives and reach logical and fact-based conclusions and recommendations.
9. Ability to manage multiple concurrent projects involving audit staff or consultants, including planning and implementation of large-scale or highly complex audits.
10. Ability to use City-specific technology and general office software, including statistical, spreadsheet, and database software to maintain data and conduct analyses.

11. 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.
12. Ability to exercise sound independent judgment within broad policy and procedural guidelines.
13. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others.
14. Ability to direct, train, and provide guidance to diverse audit teams; identify opportunities for improvement in quality across audit projects; provide guidance to audit teams on improving audit process efficiency or quality; ensure office-wide quality control and compliance with applicable government auditing standards.
15. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.

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: Five (5) 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: