

**CLASS SPECIFICATION
Senior Management Auditor**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans and conducts highly complex and difficult management, performance and other specialized audits to achieve identified audit objectives; develops comprehensive reports of findings and recommendations; identifies, monitors and reports on performance measures; 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

Senior Management Auditors work independently on broad, complex audit projects requiring the exercise of expert professional judgment within broadly defined practices and policies. Incumbents are expected to determine appropriate audit strategies and processes and select methods, techniques and evaluation criteria to obtain desired results. Incumbents may act as team leader and provide technical direction to lower-level Management Auditors and other support personnel.

Senior Management Auditor is distinguished from Management Auditor in that incumbents in the former class independently perform the more complex, difficult and sensitive audit assignments requiring a thorough knowledge of audit principles and applications and the exercise of a greater degree of complex problem solving and 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. 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; reviews consultant contracts managed by other project managers.
2. 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.
3. Collects information; interviews appropriate parties; identifies and interviews experts in field of study.

4. Collects data from electronic databases, manual records, surveys, and/or questionnaires; conducts complex data analysis.
5. Writes and organizes memoranda and other working papers to document interviews, results of analyses and other research conducted.
6. Drafts reports that summarize analyses of complex management issues, discuss management weaknesses and recommend solutions to issues or problems identified in the course of audit.

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 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. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
9. Project management and organizational skills; research techniques; program evaluation 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. Understand, interpret and apply federal, state and local laws, 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 expert independent judgment within broad policy and procedural 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 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 five years of progressively responsible professional experience in management, operations, financial and similar auditing and analyses; or an equivalent combination of training and experience. 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.

Class History:

Adopted: 07-01-02

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

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

June 2009 - Change Job Class number from 7323 to 30000549, due to system change.

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