

City of Portland

CLASS SPECIFICATION

PERFORMANCE AUDITOR I

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to the Chief Performance Auditor. Under routine supervision, assists in conducting performance audits of City government in accordance with government auditing standards.

Responsibilities include: assisting in planning and carrying out management, performance and other specialized audits and analyses of City activities, functions, and programs; defining and applying study methodologies; using analytical tools and techniques; applying generally accepted government auditing standards to achieve reliable and fact-based conclusions and recommendations.

DISTINGUISHING CHARACTERISTICS

Performance Auditor I is the first of three classifications in the Performance Auditor series.

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, leads audit fieldwork assignments, and reviews and approves work performed by Performance Auditor I positions and external auditors.

ESSENTIAL FUNCTIONS

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

General Duties:

1. 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.
2. 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, effectiveness, and equity; provide recommendations for improved performance.
3. Collect information and data from databases, records, surveys, and questionnaires; interview appropriate parties; identify subject matter experts for interviews.
4. Write and organize memoranda and other working papers to document interviews, research methodologies, results of analyses, and other research.
5. Conduct complex data analysis; draft reports that summarize analyses of management issues; discuss management weaknesses; recommend solutions to issues.
6. Participate in planning activities associated with development of audit schedules, emerging and potential audit topics, policy proposals, and other issues.
7. 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 Chief Performance Auditor and review of work will be reviewed periodically 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 utilize 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 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.
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 governmental agencies, and others encountered in the course of work.

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, or related field;

AND

Experience: Three (3) years of professional experience in financial management, operations, internal auditing, or public sector auditing.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Professional certification in a related field.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY
Revision Dates: