

City of Portland

CLASS SPECIFICATION

PERFORMANCE AUDITOR II

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to the Chief Performance Auditor. Under general 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 fact-based conclusions and recommendations.

DISTINGUISHING CHARACTERISTICS

Performance Auditor II is the second of three and the journey-level classification in the Performance Auditor series.

Performance Auditor II is distinguished from Performance Auditor I in that the former 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.

Performance Auditor II is distinguished from Performance Auditor III in that the former leads audit fieldwork procedures and reviews the work of other project team staff, and the latter is the auditor-in-charge of audit projects and is responsible for planning, leading, and completing large-scale or complex projects.

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. 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 work plan; determine audit milestones; oversee completion of tasks in accordance with applicable policies and generally accepted government auditing standards.
2. 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.
3. Develop audit plans, conduct audit fieldwork, and prepare work papers and audit reports consistent with generally accepted government auditing standards.
4. 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.

5. Coordinate, manage, and participate in special projects and assignments throughout the City and with other local agencies.
6. Consult, support, 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 impacting the City Auditor's Office.
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 general supervision by the Chief Performance Auditor and review of work will be reviewed by the City Auditor.

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

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. 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 utilize 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 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: Four (4) years of progressively responsible 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: Exempt

HISTORY

Revision Dates: