

CITY OF SANTA CLARA, CALIFORNIA
PERFORMANCE AUDITOR I/II
(Unclassified)
(New)

EDUCATION AND EXPERIENCE

Performance Auditor I: Graduation from an accredited college or university with a Bachelor's or Master's Degree in Accounting, Business, or Public Administration, with a minimum of fifteen (15) units of accounting, including governmental and fund accounting.

Performance Auditor II: In addition to the above, two (2) years of responsible financial performance auditing, program evaluation, management analysis, or similar work experience.

Desirable Qualifications:

- An advanced degree, professional certification, such as Certified Public Accountant, Certified Internal Auditor, or Certified Government Auditing Professional, and government sector experience is desirable.

LICENSE

Possession of valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

Performance Auditor I is the entry-level Auditor classification in the City Auditor's Office. An incumbent in this classification participates in designing and conducting performance audits designed to improve the efficiency and effectiveness of city programs. This includes analyzing complex operations, financial and organizational issues, evaluating alternatives, and reaching sound, logical, fact-based conclusions and recommendations to improve city services. The duties of this class involve being able to perform beginning to moderately difficult professional audit work. Incumbents in this class require more direct supervision and oversight in the performance of their duties than the Senior Performance Auditor and are given specific to general instructions on the scope and method of completing assignments. The Performance Auditor I is distinguished from the Performance Auditor II in that the latter performs more complex work, requires relevant work experience, and may have more responsibility. The Performance Auditor I/II is distinguished from the Senior Performance Auditor in that the latter performs more complex and independent work, requires more skill and knowledge, and may act as lead on assigned projects.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

PERFORMANCE AUDITOR I/II (continued)

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Perform a variety of professional work, including planning and conducting performance audits of City programs and departments;
- Evaluate the adequacy of the City's internal accounting controls, prepare policy and procedure documentation, and provide training of professional and paraprofessional staff;
- Initiate action for improvement in the City's policies, procedures, and practices;
- Conduct field work, assist in analysis of data and information obtained, document evidence in workpapers, coordinate resolution of problems encountered, and report progress of audits in accordance with specified deadlines;
- Summarize information, findings, and recommendations into concise, accurate written reports that effectively communicate audit findings and recommendations;
- Prepare charts, graphs, and tables, and presentations for the City Council or appropriate committee;
- Lead, plan, and coordinate the administrative, technical, and analytical tasks in support of the **City Auditor**;
- Serve as the fraud, waste, and abuse hotline administrator, respond to complaints received through the hotline, and coordinate the response with responsible officials;
- Assist in conducting audit follow-up to ensure that the status of recommendations and cost savings realized are accurately reported.
- Participate in audit entrance and exit conferences, and interview department and program management and staff to gather information for audits;
- Assist in preparing the **City Auditor's** annual audit work;
- Provide assistance to all City departments regarding City auditing policies and procedures and the resolution of auditing problems;
- Maintain knowledge of current issues, rules, and regulations in local government and the auditing profession; and
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Auditing and accounting standards from the Institute of Internal Auditors, General Accounting Office, and other standards applied to governmental auditing and accounting;
- Management theory, public administration, administrative systems, quantitative analysis, program planning, budgeting concepts, and fiscal management;
- Research, data collection, statistical methodologies, program evaluation, and qualitative and quantitative analytical techniques and their applications;
- Basic principles, tools, and techniques of project planning and management;
- Principles and techniques of narrative report writing; and
- City's charter, budget and financial processes, administrative orders, policies, civil service rules, and other applicable laws, rules and regulations.

Ability to:

- Identify potential problems and develop audit procedures to test for those problems;

PERFORMANCE AUDITOR I/II (continued)

- Evaluate auditee internal controls and suggest improvements where necessary;
- Analyze complex financial and fiscal data and make recommendations and decisions while anticipating future needs;
- Research, interpret and apply laws, regulations, and administrative policies and procedures pertaining to accounting and auditing work;
- Creatively apply analytical skills to evaluate auditee internal controls or city programs and make recommendations to improve the efficiency, effectiveness, and legal compliance of city programs.
- Maintain integrity and objectivity throughout assignments and handle confidential and sensitive information appropriately;
- Communicate effectively, both orally and in writing;
- Demonstrate sound judgment and provide impartial advice in formulating recommendations;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines.
- Establish and maintain effective relationships with those contacted in the course of work, including the general public;
- Work independently as well as in a team-based environment and achieve common goals;
- Demonstrate strong interpersonal and leadership skills; and
- Bend, stoop, reach, carry, crawl, climb and lift 25 pounds as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the City Auditor, assigned manager or designee.

SUPERVISION EXERCISED

May provide training to assigned personnel and City departments as required.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.