

**City of San José**

**SENIOR PROGRAM PERFORMANCE AUDITOR (U) (1249)**

| <b>DEPARTMENT</b> | <b>ACCOUNTABLE TO</b> | <b>FLSA STATUS</b> |
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| Auditor's Office  | Auditor               | Exempt             |

**CLASS SUMMARY**

Coordinates 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.

**DISTINGUISHING CHARACTERISTICS**

The Senior Program Performance Auditor is the highest level in the Program Performance Auditor series. The class differs from the Program Performance Auditor I/II in that incumbents are responsible for leading large, complex projects and may supervise the work of the latter. Senior Program Performance Auditors are responsible for the determination of audit scope, providing guidance and technical assistance and ensuring the completeness, accuracy, and objectivity of audit reports. Advancement to Senior Program Performance Auditor is based on experience, performance, expertise, and position availability.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

Bachelor's Degree and five (5) years of increasingly responsible experience in performance auditing. Master's degree in public policy or public administration, and professional certification preferred.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on position.)**

Knowledge of:

- Management theory, public administration, administrative systems, quantitative analysis, program planning, budgeting concepts, and fiscal management.
- Governmental programs and operations.
- Various methods of analysis including program evaluation, performance auditing, financial auditing; cost-benefit analysis; work measurement and work simplification analysis, and organizational development.
- In depth understanding of Government Auditing Standards and the principles and practices of performance auditing.

Skill in:

- Researching City Municipal Codes, Council Ordinances, Statutes, and applicable rules and regulations.

Ability to:

- Maintain an objective, independent attitude about the subjects under audit.
- Coordinate audit teams gathering and analyzing data in accordance with Government Auditing Standards.

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- Identify, organize and communicate all elements of a finding; recognize and evaluate the materiality and significance of deviations from stated objectives and recommend appropriate means for obtaining compliance.
- Communicate effectively, both orally, and in writing, and to compose clear, concise, accurate reports, using audit data gathered by self or others.
- Constructively establish rapport with audit staff and auditee agency management and staff and maintain credibility throughout the audit process.

| <b>DUTY NO.</b> | <b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>   | <b>FRE-QUENCY*</b> |
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| 1.              | Typically serves as team leader for large, complex audits of considerable scope and difficulty; conducting fieldwork while also coordinating the work of other auditors to accomplish the overall audit objectives. Monitors project status on a day-to-day basis and communicates expectations to audit team members. | Continuous         |
| 2.              | Identifies areas of inquiry capable of being developed into findings and summaries; develops audit programs, plans of work, time estimates, and steps necessary to assess risk and inefficiency in city programs, collect data, and document findings  | Frequent           |
| 3.              | Analyzes complex operations, financial and organizational issues, evaluates alternatives and reaches sound, logical, fact-based conclusions and recommendations to improve city services   | Continuous         |
| 4.              | Responsible for accurate gathering, analysis, and reporting of information relevant to the audit objectives. Collects, evaluates, and interprets myriad data, either in statistical or narrative form. Monitors the work of the team, and reviews results.   | Frequent           |
| 5.              | Summarizes information, findings, and recommendations into concise, accurate written working papers and reports, edits preliminary drafts prepared by others, and coordinates the preparation of the final audit report  | Frequent           |
| 7.              | Coordinates the audit quality control process to ensure the completeness, accuracy, and objectivity of audit reports.  | Frequent           |
| 8.              | Maintains effective working relationships with audit team members, line and operating departments, program directors, and city management. Mentors and trains less experienced staff.  | Frequent           |
| 9.              | Performs other duties of a similar nature or level.  | As Required        |

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

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| <b>CLASSIFICATION HISTORY</b> <i>Created 5/85; Rev. 2/87, 11/14; s002</i> |
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