

## City of San José

### PROGRAM PERFORMANCE AUDITOR I/II (U) (1229/1230)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Auditor's Office	Sr. Program Performance Auditor	Exempt

#### **CLASS PURPOSE**

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.

#### **DISTINGUISHING CHARACTERISTICS**

Positions in these classes are flexibly staffed. Program Performance Auditor I is the entry level and Program Performance Auditor II is the fully-trained journey level.

#### **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**

##### **Program Performance Auditor I**

Successful completion of a Bachelor's degree from an accredited college or university. Master's degree in public policy or public administration preferred.

##### **Program Performance Auditor II**

Successful completion of a Bachelor's degree from an accredited college or university and at least two (2) years of increasingly responsible experience in performance auditing. Master's degree in public policy or public administration preferred 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.)**

#### **Basic Knowledge, Skills and Abilities**

Knowledge of:

- Management theory, public administration, administrative systems, quantitative analysis, program planning, budgeting concepts, and fiscal management.

Ability to:

- Creatively apply analytical skills to evaluate and make recommendations to improve the efficiency, effectiveness and legal compliance of city programs.
- Maintain an objective, independent attitude about the subjects under audit.
- Summarize findings and recommendations clearly, both orally and in accurate written reports.
- Demonstrate strong interpersonal and leadership skills.
- Work both in teams and independently as needed.

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- Constructively establish rapport with audited agency management and staff and maintain credibility throughout the audit process.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Government Auditing Standards and practices.
- City operations, staffing, budget and financial processes.

Ability to:

- Identify potential problems and develop audit procedures to test for those problems.
- Evaluate auditee internal controls and discuss and suggest improvements where necessary.
- Compose clear concise, accurate reports, using audit data gathered by self and others.

Skill in:

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

<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>
1.	Assists in preparation of audit objectives designed to assess risk and inefficiency in city programs.	Frequent
2.	Responsible for accurate gathering, analysis, and reporting of information relevant to assigned audit objectives	Continuous
3.	Collects, evaluates, and interprets myriad data, either in statistical or narrative form	Continuous
4.	Establishes effective working relationships with audit staff and agency personnel. Participates constructively in team meetings and conferences.	Frequent
5.	Summarizes information, findings, and recommendations into concise, accurate written working papers and reports.	Frequent
6.	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)

**CLASSIFICATION HISTORY** *Created 5/85; Rev. 2/87, 11/14; s002*