

Staff Management Auditor (Specialist) SCO
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Extensive knowledge and application of elementary statistics to perform statistical sampling methods.
K02	Extensive knowledge in organization and management and/or private sector business to obtain a global understanding of the control environment of the audit entity.
K03	Extensive knowledge of policies, rules, and regulations of the Legislature, State Treasurer and control agencies (State Controller, Department of Finance) to evaluate departmental financial and program management activities.
K04	Extensive knowledge of principal and practices of auditing to effectively analyze data.
K05	Extensive knowledge of all current auditing standards including; General Accepted Governmental Auditing Standards, International Standards for the Professional Practice of Internal Auditing, and Auditing in accordance with Code of Federal Register.
K06	Extensive knowledge of Federal Cost Principles.
K07	Extensive knowledge of auditing methods through electronic data processing systems to ensure compliance with current trends.
K08	Extensive knowledge of validating electronic databases to ensure accuracy and integrity of data.
K09	Extensive knowledge of principal and practices of accounting to effectively analyze data.
K13	Extensive knowledge of probability sampling to adequately assess accuracy of data records.
K14	Extensive knowledge of the Division and programs within the CDFA.
A01	Ability to assist Lead and direct the work of Auditors I, II or II to effectively manage and meet operational needs.
A02	Ability to assume responsibility for complex audit studies to effectively manage the audit and meet operational needs.
A03	Ability to Establish and maintain project priorities to complete projects on time.
A04	Ability to manage time to maximize productivity during work hours.

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A05	Ability to oversee financial compliance and performance audits of the Department, programs, contractors, and auditees to determine accountability and compliance with the laws, rules, regulations, and policies.
A06	Ability to comprehend and apply related laws, code sections or rules and regulations as governed for the work being performed.
A07	Ability to review the reliability and integrity of data to determine compliance with policies and procedures.
A08	Ability to ensure the accuracy of audit findings and make recommendations to comply with auditing standards.
A09	Ability to perform research to offer solutions and resolve sensitive audit findings.
A10	Ability to update audit programs and audit guides as needed changes are warranted due to new laws, policies and changes in priorities.
A11	Ability to present conclusions in a professional manner to higher levels of audience when necessary.
A12	Ability to speak publicly or hold open forums on related issues.
A13	Ability to use Microsoft word, excel and power point proficiently to document and communicate audit results.
A14	Ability to write clear and concise audit and investigative reports to summarize findings and recommendations.
A15	Ability to communicate effectively to exchange information and/or provide assistance to others.
SPC02	Willingness to travel and work away from the headquarters office.