

**Staff Management Auditor (Specialist) SCO**  
*Essential Task Rating Results*

<b>Task #</b>	<b>Task Statement</b>
1	Perform the most complex and difficult financial, compliance, and investigative audits of Department Programs, Pass-thru funds, contracts with agricultural commissions or California milk processors.
2	Act as specialist and lead auditor of complex audits, providing oversight and direction to other auditors.
3	Reconstructs financial records where no records exist or due to total concealment of fraudulent activities within existing records.
4	Plan scope and procedures for audits/field investigations.
5	Performs risk analysis to determine means of verification and amount of testing necessary.
7	Advise management on difficult audit problems and investigative techniques and procedures, and on application of government rules and regulations.
8	Review audit reports and working papers of other Auditors for uniform application of government rules and regulations, department policy, adequacy of audit procedures and investigative techniques and conformance with accounting standards.
9	Ensure audit findings and recommendations are reasonable and properly documented.
10	Write clear and concise audit and investigative reports to summarize findings and recommendations.
11	Write correspondence explaining provisions and application of governmental rules and regulations, discussing audit procedures, findings, and recommendations with the organizations and Department personnel.
12	Maintain record of audits and field investigations completed and in process.
13	Perform cost/benefit analyses, and other statistical data analysis as needed.
14	Prepares audit and investigative schedules that are responsive to program and Department needs.
15	Researches, develops, and documents audit procedures and investigative techniques.
16	Determines to the fullest extent possible whether the financial accounts have fraudulent activity.
17	Assist lead and direct other Auditors (I, II, III) in order to complete most-complex audits timely

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18	Follow established audit review standards; review, analyze and recommend changes to such rules as needed, implements changes, monitor; ensure adherence to such standards.
19	Identify, develop and implement training programs to address needs of audit groups, work with managers to ensure training programs are adequate.
20	Follow established audit review standards; review, analyze and recommend changes to such rules as needed, implements changes, monitor; ensure adherence to such standards.
21	Provide feedback (written and verbal) to Audit Manager to improve and enhance the quality of the audit.
22	Establish timelines to complete reviews timely and return to manager for audit closure.
23	Recommend improvement to audit preparation and review processes to improve audit performance.
24	Perform audits of financially-troubled or bankrupt (most complex – unique) processing facilities.
25	Assist with collection activities related to delinquent payments to producers and assessments due Milk Pooling Branch.