

Supervising Auditor II, Milk Marketing
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

| KSAPC # | Knowledge, Skill, Ability, and Personal Characteristic Statement |
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| K1 | Leadership regarding the implementation of office policies and procedures to enhance staff knowledge in order to accommodate the workload required by all supervising auditors. |
| K2 | General accounting and auditing principles and procedures for analyzing, gathering, viewing and testing general accounting (receivables and/or aging reports, internal control, financial statements, etc.) and/or auditing information. |
| K3 | Cost accounting principles and procedures for analyzing handler's costs, benefits decisions, tracking product information or putting together cost studies. |
| K4 | Business law involving Uniform Commercial Code as it relates to the Commerce and Business and assist in contract, transactions analysis and research. |
| K5 | Principles and techniques of basic supervision and management including to effectively manager policies dealing with personal leave, harassment, Employee Assistance Program (EAP) issues. |
| K6 | Supervisor training of staff/employees and client's/public handlers of personnel in relevant codes and regulations and reporting requirements/regulations. |
| K7 | Manager's supervisor's responsibility for promotion equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment. |
| K8 | Basic use of computer and software applications/programs (e.g., Word, Excel, etc) to produce a variety of written documents. |
| K9 | Communication principles and methods to convey clear and concise written and oral reports to internal and external audiences. |
| S1 | Plan work and prioritize workload to meet established deadlines and ensure effective use of time. |
| S2 | Use computer and software applications/programs (e.g., Word, Excel, etc) to produce a variety of written documents. |
| S3 | Make decisions to resolve/direct auditing and work issues and/or adjust of audit exceptions and recommendations. |
| S4 | Learning processes quickly with minimal help. |

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| A2 | Apply general accounting and auditing principles and procedures to form and use as guidelines in reviewing accounting and auditing reports. |
| A3 | Apply cost accounting principles and procedures to form basis in reviewing costs and benefit decisions or studies. |
| A4 | Coordinate the work of a staff performing audits of milk handlers, processors, producers, and distributors to organize flow of work and effective use of manpower and work resources. |
| A5 | Implement an improved quality of work for auditing and cost standards, and techniques and procedures for new procedures or processing uniformity. |
| A6 | Analyze cost accounting procedures and other data to draw sound economic and business conclusions or to explain results or changes in cost studies. |
| A7 | Analyze situations and adopt an effective course of action. |
| A8 | Prepare clear, complete, concise reports for a variety of audiences. |
| A9 | Establish and maintain cooperative relations with representatives of the milk industry. |
| A10 | Communicate clearly and concisely, orally and in writing, with all audiences, including peers, regarding a variety of matters. |
| A11 | Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. |
| SPC1 | Willingness to travel to public handlers for on-site training of both handlers and staff. |