

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

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
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.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
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.