

Supervising Auditor I, Milk Marketing
Essential Task Ratings Results

Task #	Task Statement
1	Coordinate and supervise the work of an audit group conducting compliance and/or performance audits or cost studies of milk and dairy handlers, processors, producers, and distributors.
2	Implement the use of Yellow Books to support the generally accepted government auditing and industry verification standards, techniques, and procedures consistently.
3	Supervise the work of an audit group conducting audits to determine the unit costs of processing and distributing fluid milk and dairy.
4	Supervise the work of an audit group to verify the integrity and reasonable accuracy of receipt and utilization reports, payment practices and compensation to producer obligations to the settlement fund, and payment of assessments.
5	Notifies handlers deviating from acceptable practices and recommends corrective action.
7	Assists in the selection of the staff and their training, evaluates their performance, and recommend appropriate action for their professional growth.
8	Recommend and guide auditors under his/her supervision on alternative solutions to problems arising during audits or cost studies.
9	Administers uniform audit procedures and reviews the work of the audit group to insure uniformity.
10	Facilitate improvements in audit and costing procedures to aid milk handler's activities and reporting; and for milk pooling audits for accuracy and fairness in reporting.
11	Participates in the development, implementation and maintenance of a program procedural manual.
12	Develop and direct the training programs for the audit group.
13	Direct recommendations on matters affecting modification of program policy.
14	Confer and discuss audit findings, policies, and procedures with representatives of milk production/manufacturing companies.
15	Approve and prepare reports summarizing the findings of the audit group.
16	Supervise a small staff of auditors by planning, organizing, coordinating, staffing, and directing audits.
17	Ensure that each audit performed by auditors is performed or made using the methods and procedures from the relevant Unit Audit Manual, and Generally Accepted Governmental Auditing Standards (GAGAS).

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18	Maintains open lines of communication with staff, implements a feedback system, and advises/informs staff of policy and procedural changes.
19	Make periodic evaluations to measure staff's progress, recommendation for improvement or when needed, and communicates goals and standards.
20	Develops and maintains an audit schedule to effectively utilize available manpower and time.
21	Makes individual audit assignments and provides guidance for auditors when they conduct their audits.
22	Review completed work to determine if work standards are being met and takes any necessary corrective action.
23	Develop and maintain training needs to audit staff and clients.
24	Reviews and approves leave of absences and travel claims.
25	Participate in interviewing and selecting new staff.
27	Attend scheduled management and staff meetings.
28	Participate with other management team to formulate policies, procedures, branch wide objectives, and action plans.
29	Complete annual review of staff Department of Motor Vehicle (DMV) reports for defensive driving requirements, and resolution of any vehicular accidents.
30	Perform annual review of mandatory training classes for staff.
31	Prepares final communication to handler upon completion of audit.
32	Research with other Branches inside and out of Division to aid in accuracy of reporting (i.e. status of grade of milk, other plants usage, required formulation for products, issues with measurements from equipment, etc.)