

Supervising Auditor II, Milk Marketing
Essential Task Ratings Results

Task #	Task Statement
1	Plan, organize, direct, and coordinate the work of a statewide staff and supervisors conducting audits of milk handlers and processors.
2	Final review and evaluations of audits to ensure they have been performed in accordance with Generally Accepted Accounting Principles and Auditing Standards.
3	Under the guidance of the Branch Chief provide direction to Supervising Auditor I's in order to maintain integrity and reasonable accuracy of audits conducted by their General Auditors.
4	Responsible for recruitment of audit unit staff at all levels.
5	Evaluate performance and recommend appropriate action for professional growth for the Supervising Auditor I's.
6	Review performance reports prepared by Supervising Auditor I's in order to assure fairness and consistency in the evaluations.
7	Evaluate and provide assistance to Supervising Auditor I's in order to meet workload requirements and priorities for their audit staff.
8	Assist in implementing changes to the Milk Pooling Programs as a result of changes in the Food and Agriculture Code.
9	Develops and directs a training program for the enhancement of knowledge of auditing procedures for all staff.
10	Assist industry in understanding the Milk Pooling Program. Informing industry of their responsibilities pertaining to program regulations, Milk Pooling Plan and Food and Agriculture Code.
11	Advises staff on unusually difficult problems of audit procedure or application of the law.
12	Supervises and directs development of a time budget to control efficient allocation of manpower to the various functions performed by the audit staff.
13	Participates in public hearings related to the administration of the milk pooling programs.
14	Makes recommendations on and participates in Branch policy decisions.
15	Review and maintain statistics of audit teams workloads.
16	Maintains open lines of communication with staff, implements a feedback system, and advises/informs staff of policy and procedural changes.
17	Prepare and discuss yearly performance evaluations, probation reports and career development plans with Supervising Auditor I's.
18	Establish and monitor training needs for all staff.

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19	Implement the use of Yellow Books to support the generally accepted government auditing and industry verification standards, techniques, and procedures consistently.
20	Verify the existence and standing of new handlers for Milk Pooling reporting requirements.
21	Ensure that all audits performed adhere to Generally Accepted Governmental Auditing Standards (GAGAS).
22	Review completed work to determine if work standards are being met and takes any necessary corrective action.
23	Reviews and approves leave of absences and travel claims.
24	Prepare and scheduled management and staff meetings.
25	Participate with other managers to formulate policies, procedures, branch wide objectives, and action plans.
26	Participate in strategic plan for the Branch and Division.
27	Complete annual review of staff Department of Motor Vehicle (DMV) reports for defensive driving requirements, and resolution of any vehicular accidents.
28	Perform annual review of mandatory training classes for staff.
29	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.)