

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

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K02	Cost accounting principles and procedures for analyzing handler's costs, benefits decisions, tracking product information or putting together cost studies.
K03	Business law involving Uniform Commercial Code as it relates to the Commerce and Business and assist in contract, transactions analysis and research.
K04	Principles and techniques of basic supervision and management including to effectively manager policies dealing with personal leave, harassment, Employee Assistance Program (EAP) issues.
K05	Supervisor training of staff/employees and client's/public handlers of personnel in relevant codes and regulations and reporting requirements/regulations.
K06	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.
K07	Basic use of computer and software applications/programs (e.g., Word, Excel, etc) to produce a variety of written documents.
K08	Communication principles and methods to convey clear and concise written and oral reports to internal and external audiences.
S01	Plan work and prioritize workload to meet established deadlines and ensure effective use of time.
S02	Use computer and software applications/programs (e.g., Word, Excel, etc) to produce a variety of written documents.
S03	Make decisions to resolve/direct auditing and work issues and/or adjust of audit exceptions and recommendations
S04	Learning processes quickly with minimal help.
A01	Apply general accounting and auditing principles and procedures to form and use as guidelines in reviewing accounting and auditing reports.
A02	Apply cost accounting principles and procedures to form basis in reviewing costs and benefit decisions or studies.
A03	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.

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A04	Implement an improved quality of work for auditing and cost standards, and techniques and procedures for new procedures or processing uniformity.
A05	Analyze cost accounting procedures and other data to draw sound economic and business conclusions or to explain results or changes in cost studies.
A06	Analyze situations and adopt an effective course of action.
A07	Prepare clear, complete, concise reports for a variety of audiences.
A08	Establish and maintain cooperative relations with representatives of the milk industry.
A09	Communicate clearly and concisely, orally and in writing, with all audiences, including peers, regarding a variety of matters.
A10	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
SPC01	Willingness to travel to public handlers for on-site training of both handlers and staff.