

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV32905</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>ASRRPCAUD</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/01</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Audit Services Series

**JOB CODE TITLE:** PROGRAM COMPLIANCE AUDIT SUPERVISOR

**HRIS TITLE:** PRG CMLPNC AUDIT SPV

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a Program Compliance Audit Manager. Has the authority to determine scope and depth of audits; to assign tasks, review and evaluate the work of subordinate staff; to interpret federal, state, and agency laws, rules, regulations, policies and procedures governing programs. Supervises a unit auditing the internal/external operations/activities, including related financial systems and records, of an agency; participates in unit work activities by conducting the most difficult audits and interpreting the most difficult of federal, state, and agency laws, rules, regulations, policies and procedures. Work product consists of completed audit reports and a functioning work unit. Responsible for completing audits in a timely, accurate and professional manner; for reviewing and evaluating work performed by subordinate staff; for conducting interviews with auditee; for training subordinate staff.

**EXAMPLES OF DUTIES:** Devises a schedule of work or itinerary, agenda or time table for subordinates on a daily or weekly basis, within a work unit. Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews and examines contracts of organizations participating in federally-funded programs; verifies compliance with laws and regulations; makes determinations and plans actions. Examines and analyzes reports, statistical data, correspondence and other materials relating to specific manpower development programs, as a basis for program evaluation; evaluates and makes recommendations. Examines financial records of state and local government agencies, participating in federally-funded programs; examines vouchers, checks, invoices, payrolls, contracts, inventories, equipment, budgets, and other financial documents for validity and correctness, in accordance with state and federal regulations. Reviews work products or achievements of subordinate workers evaluates work and formulates plans for improvement. Compares data from several sources to assure compliance with technical specifications, rules, or other technical documents, using judgment and relying upon considerable knowledge of the subject material. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participate and lead in decision-making. Reads funding or grant proposals prepared by others; makes critical observations and recommendations for improvement. Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system. Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** managerial practices and supervisory techniques; principles and practices of auditing and accounting; federal and state laws, rules and regulations as they pertain to program operations/activities; policies and procedures established for the work system; computerized products used in auditing and accounting systems and processes.

**Skill/Ability to:** work management and leadership; applying auditing and accounting methods and techniques; applying and interpreting federal and state laws, rules and regulations as they pertain to program operations/activities; using computerized products used in systems; mathematical computations; oral and written communication; interpersonal relationships.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- Two years experience equivalent to a Program Compliance Auditor II; Or
- One year experience equivalent to a Program Compliance Auditor III; Or
- Two years experience supervising a staff of professional financial auditors or Program Compliance Auditors.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.