

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV32907</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>22</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 MANAGER

**HRIS TITLE:** PRG CMLPNC AUDIT MGR

**CHARACTERISTICS OF THE CLASS:** Works under minimal supervision of a Chief Auditor or Division Administrator. Has the authority to plan and manage all auditing and related activities; to review, evaluate, modify and implement unit procedural changes; to review, evaluate and recommend new staff hires and disciplinary actions. Manages, through subordinate supervisors, an agency's audit program to ensure that operations of the agency and that of contractors comply with Federal, State and agency Laws, rules and regulations, policies and procedures; develops guidelines and project schedules, determines priorities and reviews reports submitted by subordinate staff. Work product consists of a highly functioning section of auditing staff. Responsible for planning, evaluating and setting priorities; assuring that all work activities and products are completed in a timely, accurate and professional manner; resolving the most complex of problems.

**EXAMPLES OF DUTIES:** Reviews and examines contracts of organizations participating in federally-funded programs; verifies compliance with laws and regulations; makes determinations or assigns to staff for audit. Examines and reviews operational and maintenance manuals to confirm their effectiveness and conformance to standards, regulations or laws. Adapts production schedules to meet changing priorities of equipment, personnel or work objectives. Plans for better use of material and personnel resources in an administrative or operating division or large field office or operation; examines materials, confers with superiors and staff; analyzes, evaluates and makes determinations. Conducts organization and method studies in work systems; examines organizational structure, management methods, processes and procedures; makes determinations and recommendations for improvement. Directs, instructs and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort. Reads, examines, reviews reports prepared by subordinate supervisors, consultants or specialist; makes corrections, adjustments, raises questions; routes back to writer or approves for routing to destination. Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior, and by laws and regulations. Confers with superior, who is at level of department head or head of major administrative or operational division, concerning work or work system; gives information and advice; receives instruction and guidance. Attends meetings of supervisors and major unit heads as chair leader; directs discussion from agenda; explains, listens, discusses, participates in problem resolution and decision-making. Confers with agency users of services at frequent intervals regarding all aspects of services; serves as program liaison officer with specified agency clients. 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, state, and agency laws, rules, regulations and policies as they pertain to state and federally-funded programs; policies and procedures established for work system.

**Skill/Ability to:** work management and leadership; applying auditing and accounting methods and techniques; applying and interpreting federal, state, and agency laws, rules, regulations and policies as they pertain to state and federally-funded programs.

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

- One year experience equivalent to a Program Compliance Audit Supervisor; Or
- Two years experience equivalent to a Program Compliance Auditor III; Or
- Two years experience managing, through subordinate supervisors, a staff of professional financial auditors or program compliance auditors engaged in compliance auditing for a large, diversified employer.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.