Summary of Duties: Under general direction, plans, organizes, supervises and evaluates the work of a team of professional and administrative employees engaged in conducting, reviewing, and evaluating performance audits of City departments and organizations; applies sound supervisory principles and techniques in maintaining an effective workforce; fulfills affirmative action responsibilities; and performs related duties as assigned.

Distinguishing Features: A Senior Performance Auditor plans, organizes, supervises and evaluates the work of professional and administrative employees engaged in the performance of a broad range of audits of City functions and enterprises, which involves a considerable amount of contact with elected officials and their staff, other City employees up to the level of General Manager, the public and members of the media. Employees in this class must remain aware of new and revised audit standards including government auditing standards and changes in best practices. Employees in this class must also be familiar with benchmarking and performance measurement in the public and private sectors. The Senior Performance Auditor is responsible for the determination of audit scope and approach, providing guidance and technical assistance and ensuring the completeness, accuracy, and objectivity of audit findings and recommendations.

Examples of duties:
- Assists in the determination of audit scope and adequacy of audit program;
- Identifies areas of inquiry capable of being developed into findings and summaries;
- Develops audit program, including time estimates, plan of work and steps necessary to collect data and document findings;
- Conducts performance, operational, management, and compliance audits;
- Supervises staff in the development of audit findings and summaries; monitors field work, reviews work papers, edits preliminary drafts and coordinates the preparation of the final performance audit report;
- Supervises, coordinates, trains, and evaluates the work of professional and clerical staff in completing audits of a routine nature;
• Testifies and represents the Office of the Controller before the City Council, Council committees and public meetings.
• May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledges of:
• Generally Accepted Government Auditing Standards, including qualifications, independence, due professional care, and quality control;
• Field work and reporting standards for performance audits;
• Principals of internal control and audit procedures;
• Auditing principals and practices;
• Report writing techniques;
• Principles and practices of supervision;
• Relevant safety principles and practices;
• Theory, principals and practice of auditing City/government organizations, including the methods and procedures used to examine, verify and analyze operation records, statements, and reports;
• Principals of organization, methods of analysis including program evaluation, operational auditing, cost-benefit analysis; work measurement, and work simplification analysis;
• Management techniques in setting up and systematizing forms, files, procedures, and controls for auditing operations;
• Laws and regulations related to equal employment opportunity and affirmative action;
• Principals of effective management and administration of organizations.
• Personnel rules, policies, and procedures;
• Accounting systems and financial structures;
• Office practices and procedures;
• Statistical methods, including qualitative and quantitative analysis and statistical sampling;
• Computer based information systems and use of computers and auditing software for research and analysis.

The ability to:
• Develop and supervise a team of motivated professional staff;
• Prepare audit reports, summaries, records and studies;
• Assess organizations to ensure compliance of programs with applicable laws, policies, procedures;
• Determine if departments achieve stated objectives and performance levels, and evaluate program results;
• Evaluate strength and weaknesses in internal control systems;
• Identify, organize and communicate all elements of a finding, recognize and evaluate the materiality and significance of deviations from stated objectives and recommend appropriate means for obtaining compliance;
• Identify problems and solutions;
• Communicate effectively, both orally and in writing;
• Exercise good judgment, courtesy, and tact when interacting with elected officials and their staff, other employees, the public, subordinates, and others.

**Minimum Requirements:**

Graduation from a recognized four-year college or university; and, two years of full-time paid experience as a Performance Auditor for the City of Los Angeles or in a position at least at that level, conducting program evaluations. A graduate level degree in business, accounting, public administration, political science, engineering, law or a related field, or designation as a Certified Public Accountant or Certified Internal Auditor may be substituted for one year of the experience requirement.

**Desirable Qualifications:**

Advanced degrees or certifications such as a Master’s or Doctorate in Business Administration, Public Administration, or related field, Certified Internal Auditor, Certified Public Accountant, or Certified Government Financial Manager, are desired but not required.

**License:** A valid California driver’s license may be required.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person’s limitations, the requirements of the position, and the appointing authority’s ability to effect reasonable accommodations to the person’s limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.