

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ASSISTANT AUDITOR GENERAL MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional inter-departmental auditors. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgement to select proper courses of action. The work requires knowledge of the policies, procedures, and regulations of professional inter-departmental auditing, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Assistant Auditor General Manager-3

Assistant Auditor General Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Assistant Auditor General Manager-4

Assistant Auditor General Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures that proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Determines audit strategies, programs, and procedures for specific audit assignments.

Prepares accurate and meaningful audit work papers, schedules, and statements, which assure that audit objectives have been accomplished and that recommendations are adequately documented.

Analyzes pertinent state laws, policies, rules, regulations, reports, and available audit data for the audited departments.

Evaluates audit findings and presents audit recommendations.

Evaluates the managerial function, organization, procedures, and techniques of the audited departments, and determines the adequacy of standards and controls.

Analyzes in detail the objectives and programs of the audited departments and determines compliance with programs as approved by the Legislature.

Reviews organizational structure, facilities and equipment, financial resources, authorized programs, departmental policies, operating procedures and techniques, annual reports, and major accomplishments.

Analyzes the accounting system and financial procedures, and appraises the soundness, adequacy and application of accounting, financial, and internal operating controls.

Reviews financial transactions and records to determine compliance with statutes, rules, regulations, and sound accounting principles.

Reviews audit results and exceptions with audited parties and/or their representing attorneys or accountants and explains the findings and basis for exceptions.

Defends audit findings at hearings and may serve as a witness at formal proceedings.

Appraises the adequacy of the internal audit activities.

Analyzes methods used in budget preparation.
Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles, practices, methods, and techniques of governmental accounting and inter-departmental auditing as used by municipalities, counties, and other local units of government.

Thorough knowledge of business law, corporation finance, banking, and economics.

Thorough knowledge of the statutes, rules, and regulations applicable to the type of audit entity.

Thorough knowledge of procedures required to avoid subjecting the state to lawsuits for damages.

Knowledge of training principles and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to analyze the financial condition of business organizations or individuals by examining tax records, accounting statements, physical property inventories, and methods of operation.

Ability to interpret regulatory laws pertaining to public, private, or individual financial responsibility.

Ability to recognize and assist in correcting errors in accounting practices.

Ability to obtain factual information relative to misrepresentation, improper use of proceeds, and excessive expenses.

Ability to communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

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Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.

Experience

Assistant Auditor General Manager 14 and 15

Four years of professional experience in the inter-departmental auditing of accounting, financial, and operations records equivalent to an Assistant Auditor General, including two years equivalent to an Assistant Auditor General P11 or one year equivalent to an Assistant Auditor General 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ASTAGMGR

Job Code Description

Assistant Auditor General Manager

Position Title

Assistant Auditor General Manager-3

Assistant Auditor General Manager-4

Position Code

AUDGMGR3

AUDGMGR4

Pay Schedule

NERE-187

NERE-188

ECP Group 3
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SRA