

# PERFORMANCE AUDITOR

## DEFINITION

Under general direction of the County Board Chair, performs research, completes performance, fiscal and program audits, provides planning and budget analysis, develops recommendations regarding public policy issues, performs program and operational analysis, prepares reports and presents information to the County Board of Supervisors and performs related work as required.

## EXAMPLES OF DUTIES

Analyzes budget and legislative proposals and provides recommendations; performs research on issues of concern to County Board; collects, analyzes and interprets data; completes performance, fiscal and program evaluations of County agencies, determine accuracy of records, ensure conformance of agency activities to fiscal, legal, and policy guidelines; examine and verify program revenue and expenditure activity including financial reports; reviews findings and recommendations with the Finance Committee and County Board Chair; completes research on local government policy issues, works closely with and frequently provides briefings to the County Board of Supervisors; recommends initiatives regarding performance, fiscal and program audits; participates in policy and planning activities.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from an accredited four year college or university with majors in business administration, public administration or a closely related field and three years of work experience involving completion of performance, fiscal and program audits, including the review, analysis and evaluation of public policy, budget, organizational structure and administrative practices.

Knowledges and Abilities: Considerable knowledge of the development and implementation of public policy; knowledge of budgetary and administrative organization; ability to communicate effectively orally and in writing; ability to maintain effective working relationships; considerable knowledge of current research evaluation and analytical techniques, ability to apply them to performance and fiscal audits program; knowledge of governmental budgetary principles procedures and operations; knowledge and understanding of the laws, rules, and regulations affecting government agencies and ability to analyze specialized regulations, program responsibilities, and agency activities to determine conformance and effectiveness; ability to plan performance program and fiscal audits, ability to develop, understand, and follow complex written and oral instructions; ability to interpret and analyze program, budget, and fiscal data; ability to prepare clear, concise and complete reports and supporting documentation.