



Classification: Associate Management Auditor (AMA)\*  
Title: Associate Management Auditor  
Permanent, Full-Time  
Salary: \$5,676.00 - \$7,463.00  
Posted: March 29, 2021  
**Final Filing Date: Until Filled**

**\*Will consider a Staff Services Management Auditor (SSMA) for recruitment purposes, duties will be commensurate with class level. SSMA salary range is \$3,817.00-\$6,207.00.**

**NOTE: Salaries do not reflect recent changes necessitated by the unanticipated budget shortfalls arising from the COVID-19 pandemic. Information for actual reductions of salaries is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/Manualltem/1/2113>.**

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering approximately \$3 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

### **About the Commission's Programs**

The Program Compliance Office (PCO) is responsible for ensuring the integrity of the Commission's programs including the Cal Grant, California Dream Act, Middle Class Scholarship, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP) and Cash for College through management and administration of robust risk-based compliance review program. The PCO review program consists of developing a risk-based audit program, conducting a variety of sensitive complex technical compliance reviews, reconciling Institution and Commission databases information, monitoring the program participants for compliance with federal/state laws regulations and initiating any return of ineligible funds and/or administrative actions as necessary.

### **Highlights of the Job**

Under the general direction of the Audit Manager of the California Student Aid Commission, the incumbent performs on-site/in-house reviews of institutions participating in the Commission's Cal Grant and specialized programs as well as consortia participating in the Commission's Cal-SOAP program. The incumbent reviews the institutions for their ability to administer the programs in accordance with State laws and regulations and Commission policies. The incumbent reports findings and makes recommendations for corrective actions and improvements where necessary.

## Preferred Qualifications

- Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting.
- Ability to learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.
- Ability to work under pressure, handle multiple tasks, and changing priorities.
- Strong analytical skills.
- Proficiency in Microsoft Suite software packages.
- Strong organizational skills.
- Ability to work well independently.

## Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the Associate Management Auditor or Staff Services Management Auditor classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an AMA or SSMA position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the [Associate Management Auditor](#) or [Staff Services Management Auditor](#) classification. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

## How to Apply/Final Filing Date

Please reference **RPA #20-060**, **JC-245422**, **Position #270-730-4159-XXX**, Associate Management Auditor/Staff Services Management Auditor in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), and Statement of Qualifications, submission of a résumé is optional. Applications and Statements of Qualifications will be accepted **Until Filled**. Electronic submission of applications and Statements of Qualifications may be completed through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). Please contact the Personnel Office at (916) 464-8910 or email at [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov) if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission  
P.O. Box 3210  
Ranch Cordova, CA 95741-3210  
Attn: Personnel-Recruitment

CA Student Aid Commission  
11040 White Rock Road  
Rancho Cordova, CA 95670  
Attn: Personnel-Recruitment

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

# CALIFORNIA STUDENT AID COMMISSION

## DUTY STATEMENT

### Position Identification:

Employee Name:	Vacant
Classification:	Associate Management Auditor
Working Title:	Associate Management Auditor
Position Number:	270-730-4159-901
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	September 30, 2019
Effective Date:	TBD

### Function (Summary of Responsibilities):

Under the general direction of the Audit Manager of the Program Compliance Office, the incumbent performs on-site/in-house reviews of institutions participating in the Commission's Cal Grant and specialized programs as well as consortia participating in the Commission's Cal-SOAP program. The incumbent reviews the institutions for their ability to administer the programs in accordance with State laws and regulations and Commission policies. The incumbent reports findings and makes recommendations for corrective actions and improvements where necessary.

### Reporting Relationships:

Reports directly to the Audit Manager of the Program Compliance Office at the California Student Aid Commission.

### Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

The Program Compliance Office (PCO) is responsible for ensuring the integrity of the Commission's programs including the Cal Grant, California Dream Act, Middle Class Scholarship, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP) and Cash for College through management and administration of a robust risk-based audit program, conducting a variety of sensitive, complex, technical

compliance reviews, reconciling Institution and Commission databases information, monitoring the program participants for compliance with federal/state laws regulations and initiating any return of ineligible funds and/or administrative actions as necessary.

### **Job-Functions:**

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 45% Conduct complex audits using compliance review guidelines and/or acts as lead; conducts entrance/exit interviews with institution/consortium representatives; identifies records to review and analyze; determines scope, methodology and testing parameters; develops work papers; identifies; prepares audit point sheets; and during the exit interview, addresses deficiencies, recommendations for corrective action, and suggestions for improving operations.
- 30% Prepare well written, comprehensive audit reports and other deliverables. This includes following generally accepted government auditing standards (GAGAS) established by the Comptroller General of the United States, issuing reports in a timely manner, and ensuring that report findings are fully supported and detailed sufficiently. Follows-up on outstanding issues, completes appropriate correspondence; and ensures proper closure of the review file.
- 10% Ensure accuracy of reviews and reports and performs quality reviews of coworkers' audits.
- 10% Maintain a high level of compliance review expertise, reviews available program resources, attends meetings and training sessions, attends professional and industry-related training conferences and workshops, and participates as a presenter as required.

### **Non-Essential Functions**

- 5% Perform special projects, research, and reports for management.

### **Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

### **Working Conditions:**

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms. During the COVID-19 pandemic, employees and managers may need to work remotely from home.

**Attendance:**

Must maintain regular and acceptable attendance.

**Signature:**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\*Duties of this position are subject to change and may be revised as needed or required.

# CALIFORNIA STUDENT AID COMMISSION

## DUTY STATEMENT

### Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Management Auditor
Working Title:	Staff Services Management Auditor
Position Number:	270-730-5841-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	March 25, 2021
Effective Date:	TBD

### Function (Summary of Responsibilities):

Under the close supervision of the Audit Manager of the Program Compliance Office, and with the assistance of a lead auditor, the incumbent conducts less complex on-site/in-house reviews of institutions participating in the Commission's Cal Grant and specialized programs as well as consortia participating in the Commission's Cal-SOAP program and assists journey-level auditors complete more complex audits. The incumbent reviews the institutions for their ability to administer the programs in accordance with State laws and regulations and Commission policies. The incumbent reports findings and makes recommendations for corrective actions and improvements where necessary.

### Reporting Relationships:

Reports directly to the Audit Manager of the Program Compliance Office at the California Student Aid Commission.

### Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

The Program Compliance Office (PCO) is responsible for ensuring the integrity of the Commission's programs including the Cal Grant, California Dream Act, Middle Class Scholarship, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP) and Cash for College through management and administration of a

robust risk-based audit program, conducting a variety of sensitive, complex, technical compliance reviews, reconciling Institution and Commission databases information, monitoring the program participants for compliance with federal/state laws regulations and initiating any return of ineligible funds and/or administrative actions as necessary.

### **Job-Functions:**

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 35% Under the guidance and supervision of an Associate Management Auditor and Staff Management Auditor, conducts less complicated audits using compliance review guidelines. Assists journey-level auditors complete the more complex audits. Assists in the development of audit objectives and audit procedures. Participates in entrance conferences/interviews with institution/consortium representatives; gathers and reviews pertinent information such as laws, regulations, policies and procedures, and prior audit reports and work papers.
- 30% Identifies records to review and analyze; determines scope, methodology and testing parameters; develops work papers; identifies; prepares audit point sheets; and during the exit interview, addresses deficiencies, recommendations for corrective action, and suggestions for improving operations.
- 25% Assists in the drafting of comprehensive audit reports and other deliverables, including findings and recommendations, and participates in exit conferences. This includes following generally accepted government auditing standards (GAGAS) established by the Comptroller General of the United States, issuing reports in a timely manner, and ensuring that report findings are fully supported and detailed sufficiently. Submits drafted reports to the Staff Management Auditor for review and approval. Follows-up on outstanding issues, completes appropriate correspondence; and ensures proper closure of the review file.
- 5% Assists in the performance of the less complex, non-audit services, which may include consulting activities, special analytical projects, and research as needed. Maintain compliance review expertise, reviews available program resources, attends meetings and training sessions, attends professional and industry-related training conferences and workshops, and participates as a presenter as required.

### **Non-Essential Functions**

- 5% Perform other job-related duties as required.

### **Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work



under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

**Working Conditions:**

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms. During the COVID-19 pandemic, employees and managers may need to work remotely from home.

**Attendance:**

Must maintain regular and acceptable attendance.

**Signature:**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\*Duties of this position are subject to change and may be revised as needed or required.