



Classification: Staff Management Auditor
Title: Staff Management Auditor
Permanent, Full-Time
Salary: \$6,723.00 - \$8,770.00
Posted: May 17, 2022
Final Filing Date: Until Filled

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering approximately \$4 billion 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, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP) 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 Chief Deputy Director of the California Student Aid Commission, the Staff Management Auditor acts independently and accountable for ensuring the integrity of the Cal Grant, Specialized Programs, and the California Student Opportunity and Access Program (Cal-SOAP) consortia through the management of the Program Compliance Office (PCO). The role of the PCO consists of conducting program compliance reviews, reconciling Institution and Commission data bases, collecting identified liabilities, monitoring the program participants for compliance with federal/state laws and regulations and initiating any fines and/or administrative actions as necessary. Travel up to 10% is required.

Preferred Qualifications

- Knowledge of general accounting and auditing principles and procedures and risk management concepts.
- Management/supervisory experience (3+ years preferred).
- Ability to plan, organize, and direct the work of a staff engaged in a variety of complex, technical, management audits.
- Ability to lead, motivate, and develop staff in a team environment.

- Experience reviewing and evaluating audit work papers to ensure that the analyses and conclusions reached are based on sufficient and appropriate evidence.
- Experience designing audit programs and procedures to ensure critical analyses and evidence are obtained to meet audit objectives in accordance with auditing standards.
- Experience in internal auditing.
- Ability to write clearly and concisely, communicate verbally, and listen effectively with a variety of individuals.
- Ability to present information to management and external stakeholders.
- Ability to work under pressure, handle multiple tasks and changing priorities.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the Staff 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 a Staff Management Auditor 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 [Staff 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 #21-033**, **JC-307757**, **Position #270-730-4160-XXX**, Staff 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), submission of a résumé is optional. Applications will be accepted **Until Filled**. Electronic submission of applications may be completed through your CalCareer account at www.calcareers.ca.gov. Please contact the Personnel Office at (916) 464-8121 or email at 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:	Staff Management Auditor
Working Title:	Staff Management Auditor
Position Number:	270-730-4160-001
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	November 15, 2021
Effective Date:	December 7, 2021

Function (Summary of Responsibilities):

Under the general direction of the Chief Deputy Director of the California Student Aid Commission, the Staff Management Auditor acts independently and accountable for ensuring the integrity of the Cal Grant, Specialized Programs, and the California Student Opportunity and Access Program (Cal-SOAP) consortia through the management of the Program Compliance Office (PCO). The role of the PCO consists of conducting program compliance reviews, reconciling Institution and Commission data bases, collecting identified liabilities, monitoring the program participants for compliance with federal/state laws and regulations and initiating any fines and/or administrative actions as necessary. Travel up to 10% is required.

Reporting Relationships:

Reports directly to the Chief Deputy Director of 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 Commission's central mission is to make education beyond high school financially accessible to all Californians.

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

Job-Functions:

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

- 30% Directs and is responsible for the management of the program compliance activities of PCO staff, which conducts a variety of complex technical compliance reviews. Defines authority and accountability; meets and confers with other agencies or organizations, such as the U.S. Department of Education, in sensitive matters dealing with program compliance review issues; informs management of potential deficiencies as they relate to audits, and recommends solutions in order to safeguard State assets and to protect the integrity of the Commission's programs; provides guidance and interpretation of applicable laws, regulations, and policies regarding student financial aid to Commission personnel, postsecondary institutions, and other Federal and State agencies; provides input to Commission policies and manuals; represents CSAC at Cal-SOAP Advisory Committee meetings and industry conferences; conducts presentations.
- 30% Organizes, administers, coordinates and integrates available resources in order to accomplish the Commission's goals and objectives; develops and manages PCO budgets; identifies and assigns projects or tasks to be performed; formulates policies, procedures, proposals and justifications thereof; approves institution reviews to be performed; coordinates activities internally or externally as needed.
- 25% Oversees PCO activities by monitoring workflow and progress towards established objectives; establishes and approves program review activity; sets and monitors expectations of performance; reviews and approves all draft and final reports issued; reviews and approves the initiation of fines and/or administrative actions recommended by audit staff.
- 10% Plans and establishes short/long term goals and objectives for the operation of PCO, integrating as applicable the goals and objectives of the Commission; develops specific policies for accomplishing the goals and objectives; communicates plans, policies, and procedures to officials and staff to effectively lead them through implementation.

Non-Essential Functions

- 5% Other 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, may work remotely, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

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.