



February 10, 2014

Number: U1401

The City of San Diego is accepting resumes for the unclassified position of

Senior Performance Auditor

Salary Range: Dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **March 3, 2014** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The City:

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is known worldwide as "America's Finest City."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2014 operating budget of \$2.8 billion and employs approximately 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:

The Office of the City Auditor is charged with providing audit and investigative services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our City government. The Office of the City Auditor is an independent office that reports to the City Council's Audit Committee. Through performance audits and investigations, the Office of the City Auditor provides essential information to assist the Administration and City Council in its decision-making process. Our mission is to advance open and accountable government through accurate, independent, and objective audits and investigations that seek to improve the economy, efficiency, and effectiveness of City government.

The Position:

The Senior Performance Auditors have a solid understanding of Government Auditing Standards and can apply those Standards to any audit assigned without the assistance of other staff. These auditors have the ability to understand and identify key audit issues involving any area under audit, the audit work required to plan and execute the audit activity, develop fieldwork programs addressing key risks and evaluating internal controls, and ability to write effective recommendations addressing key findings.

Senior Performance Auditors can perform the most complex audits without any assistance and can execute the Position and Qualifications listed below fully and without direction. They generally work as lead auditors overseeing the work of more junior staff, have a clear ability to identify sufficient and appropriate evidence, determine all key elements of a finding, and can write a complex audit report from start to finish with limited revisions.

Under the general direction of the City Auditor, Assistant City Auditor, and/or Audit Manager, the Senior Performance Auditor will perform challenging and innovative work to improve the economy, efficiency, and effectiveness of City government services and programs. Additional responsibilities include but are not limited to:

- Audit and analyze City programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness;
- Identify areas of risk and evaluate the adequacy of applicable internal controls;
- Develop and execute audit programs to identify and document areas for improvement;
- Conduct audit planning, field work, and document audit steps and working papers;
- Use specialized data analysis techniques and approaches to analyze agency performance;
- Apply knowledge of local government, budgeting, public policy and generally accepted governmental auditing standards;
- Develop and communicate audit findings, including developing recommendations to address audit issues; and
- Maintain a professional rapport with management and work to ensure recommendations are implemented.

Qualifications:

The ideal candidate will possess the following qualifications:

- Ability to collect, compile, analyze, interpret and present data and draft audit findings;
- Excellent written and verbal communication skills;
- Ability to analyze technical workflow and business processes and develop appropriate solutions;
- Ability to organize and prioritize multiple assignments, using initiative to accomplish results;
- Ability to balance competing priorities with both internally and externally imposed deadlines;
- Ability to work independently and use critical thinking skills to accomplish project goals;
- Ability to complete assignments with accuracy and in a timely manner;

- Demonstrate a well-developed understanding of government/accounting/finance/ economic processes and apply understanding of such to assigned projects;
- Ability to review, interpret, apply and explain municipal codes, administrative regulations, rules, policies and procedures;
- Strong business and political acumen to work effectively with the public, external agencies and businesses, and elected officials;
- Strong interpersonal leadership skills, with the ability to successfully interact with a wide variety of stakeholders; and
- Commitment to public service, fiscal responsibility and innovation in government.

Any combination of education, experience and training equivalent to completion of advanced undergraduate coursework in accounting, business administration, public administration or a related field from an accredited college or university with at least eighteen semester units of accounting, finance, economics, or policy analysis; and a minimum of 3 years of government performance audit experience. A Master's Degree in public administration, public policy or a related field, advanced data analysis skills, and relevant certification (CPA, CIA, CFE, CISA) are highly desirable. Proficiency in MS Word, Excel, and PowerPoint is required.

Management Compensation and Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits differ for this unclassified position depending on the candidate's eligible status (new hire, rehire, etc.). For further information, visit Risk Management, Employee Benefits at www.sandiego.gov/riskmanagement. Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

Medical Evaluation:

A City medical examination including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol free work place.

Selection Process:

To be considered for this position, please submit your: 1) current resume; 2) a letter of interest highlighting your relevant work experience and qualifications for this position; and 3) a list of three professional references via email to CityAuditor@SanDiego.gov.

As resumes are received, up to the closing date, they will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an interview.

If you have any questions, please contact the Office of the City Auditor at (619) 533-3165.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.