



**FINAL 'EDITED' KSA LIST**

**CLASS: SENIOR MANAGEMENT AUDITOR**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge</b>
K1	Knowledge of principles of electronic data processing and the financial organization, regulations, policies and procedures of the State of California as they relate to State agency financial and program management activities to obtain and retain adequate and appropriate data in conducting audit, investigation, and/or review activities.
K2	Knowledge of methods of auditing through electronic data processing systems to obtain and retain adequate and appropriate data in conducting audit, investigation, and/or review activities.
K3	Knowledge of applications of probability sampling to auditing to ensure the collection of adequate and appropriate data in conducting audit, investigation, and/or review activities.
K4	Knowledge of supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of staff.
K5	Knowledge of current management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight of work unit operations are effective and appropriate.
K6	Knowledge of public administration principles and concepts to provide appropriate leadership and management in the work unit.
K7	Knowledge of appropriate corrective actions and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of staff.
K8	Knowledge of equal employment opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions.
K9	Knowledge of the cultural differences of a diverse workforce to ensure that supervisory decisions and expectations related to staff interaction, completion of work assignments, assignment of work, and general oversight activities take into consideration the needs of staff members individually and collectively.
K10	Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the work group or division.
K11	Knowledge of financial analysis principles and concepts to assess the fiscal impact of programs, policies, and/or procedures.

Bold text indicates not on Classification Spec.  
 Shared/Testing/Job Analysis/Initial KSA Listing – New 10/31/02