

Metropolitan King County Council Classification Specification



Position: Auditor 1	FLSA: Salaried, overtime exempt
Department: Auditor’s Office	Salary Grade: 126
Council Approved: Month 00, 2022	Revised:

Classification Summary

The Auditor series is a five-level career path. Staff in this series conduct objective, independent audits, and other activities in accordance with Generally Accepted Government Auditing Standards.

Distinguishing Features of the Position

Auditor 1 plans, conducts, and communicates audits and other analytical work under the guidance of an Audit Supervisor, Audit Director, and/or the County Auditor or their designee(s). The Auditor 1 works on one or more projects concurrently that may require managing large amounts of information, quantitative and qualitative analyses, synthesizing multi-faceted findings, presenting in public meetings, and interfacing with county leaders and staff. The work performed in this classification generally requires significant supervisory support, coaching, and editing of written products. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

Career Progression

Auditor 1 is the first level within a five-level Auditor professional classification series. The skills listed are core elements of the entire Auditor series. The primary differences between Auditor levels 1-3 is the maturity with which staff apply each of the skills. Advancement to Auditor 2 requires that incumbents have established a basic understanding of audit principles including audit standards, office policy/process, objectivity, professional skepticism, professional ethics, professional judgment, workload management, and teamwork/culture. In addition, to advance, Auditor 1 must be able to apply basic skills in project management, survey methods, planning/methodology development, interviewing, documentation, fieldwork, data, analysis, equity, finding development, message development, and achieving impact with progressively less support and supervision. Finally, to advance, the incumbent must have developed basic competencies in audit-style writing, presenting, council communication, and building positive relationships with internal and external parties.

Essential Duties and Responsibilities

- Participate in conducting complex audits and oversight of County operations in compliance with government auditing standards.
- Participate in team meetings and complete assigned tasks.
- With support, keep complex project work organized, on scope and schedule, and identify impediments.

- Contribute to developing multi-faceted risk assessments, internal control evaluations, user analyses, and equity assessments.
- With support, review laws, policies, best practices, regulations, labor contracts, research, and previous audit reports.
- Participate in discussion of researchable questions and qualitative and quantitative methodologies to meet project scope and objectives.
- With support, conduct routine audit and/or oversight fieldwork. Fieldwork includes data extraction, cleaning, and organization; planning for interviews with a diverse set of county employees, leaders, and external parties; conducting routine analyses; conducting observations in the field; and documenting the work to meet office procedure and government auditing standards.
- Contribute to development of complete, multi-faceted findings, high-impact and implementable recommendations, and identification of report messages based on fieldwork and findings.
- Document audit work in alignment with office policies and standards.
- Participate in writing, presenting, and communicating complex audit and oversight reports.
- With support, apply audit standards, office policies, and procedures; the concepts of independence and objectivity; and professional skepticism, ethics, and judgment.
- Apply office interpersonal agreements and build and maintains effective professional relationships internal to the work group. Contribute to positive and equitable office culture.
- Participate in developing and maintaining effective relationships external to the work group.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Basic knowledge of the principles and practices in one or more of the following areas: government performance auditing, Generally Accepted Government Auditing Standards, public administration, budget and accounting, financial planning and analysis, capital projects, information technology, or the equivalent that can aid audit and oversight work.
- Working knowledge of local government operations and services provided.
- Well-developed quantitative skills to perform statistical, financial, and economic analysis.
- Well-developed qualitative analysis skills.
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, especially related to King County government.
- Effective skills in clearly and comprehensively documenting work to meet office policy and Government Auditing Standards.
- Organization, project management, and communication skills.
- Experience incorporating the perspectives of multiple communities in the consideration of impacts and outcomes of policy and in technical analysis.

- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentation, and working knowledge of other applications used by the office.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write audit or oversight reports.
- Well-developed skills in interpersonal relations to adapt to diverse personalities and styles, to work cooperatively within work teams, to facilitate small group discussions, and to prepare and deliver formal presentations.

Required Ability

- Carry out the duties and responsibilities of the position.
- Work independently and manage workload with multiple and concurrent assignments and tight deadlines.
- Learn, interpret, and apply Generally Accepted Government Auditing Standards, King County Code, and local, regional, state, and federal mandates.
- Work on a diverse team with different communication styles.
- Solicit and apply feedback to continuously improve work.
- Setup and sequence steps in conducting research and analysis.
- Understand implications of new information for current and future problem-solving and decision-making.
- Use logic and reasoning to analyze and organize data.
- Understand and apply principles of objectivity, independence, professional skepticism, and professional ethics including appropriate applications of confidentiality.
- Present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Apply collective principles of engagement when disagreeing with internal staff.
- Consistent attendance and punctuality.
- Conduct observations and analyses in the field, at remote sites, and with varying schedules.
- Travel throughout King County or surrounding areas in a timely manner.

Education and Experience

The position typically requires a bachelor's degree in public administration or related discipline that will enable job performance and two years of experience performing professional-level analytical, evaluative, and planning work and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position. A master's degree is preferred and may substitute for some experience.

Levels Within the Series

Auditor 1, Auditor 2, Auditor 3, Auditor 4, Auditor 5