



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.

Position:

Staff Management Auditor

Position #:

917-193-4160-001

Salary Range:

\$7,530 - \$9,823

Issue Date:

October 9, 2026

Final Filing Date:

October 23, 2026

Contact:

BSCC HR

(916) 341-6891

BSCCHr@bscc.ca.gov

Location:

Board of State and Community
Corrections

2590 Venture Oaks, Suite 200
Sacramento, CA 95833

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via CalCareers or to the address below:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-193-4160-001. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

All types of appointments will be considered, including but not limited to, T&D Appointments.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

Scope of Position:

Under the general direction of the Deputy Director of the Corrections Planning and Grant Programs (CPGP) Division, the Staff Management Auditor (SMA) serves as the supervisory lead for the Financial Compliance Unit and directs the day-to-day operations, workload, and activities of assigned professional audit staff.

Duties and Responsibilities:

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

Staff Supervision, Audit Operations, and Quality Assurance

- Supervise and direct Associate Management Auditors and other assigned staff responsible for financial compliance reviews, grant monitoring, and related grant recipient oversight activities.
- Serve as project manager for complex grant recipient audits, compliance reviews, and special projects by assigning work, establishing priorities and timelines, coordinating resources, monitoring progress, and ensuring timely completion of deliverables.
- Provide technical direction, guidance, mentoring, and training to audit staff regarding audit methodology, compliance requirements, professional standards, policies, and procedures.
- Monitor assignments, workload, work plans, timelines, and reporting deadlines to ensure efficient use of resources and completion of accurate, high-quality work products.
- Conduct quality assurance reviews of audit files, working papers, reports, memoranda, and correspondence to ensure accuracy, consistency, appropriate

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 expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021



support, and compliance with applicable standards and requirements.

- Oversee complex and sensitive grant compliance audits and reviews and personally conduct assignments requiring advanced professional judgment.
- Manage recruitment, selection, onboarding, training, development, and supervision of staff assigned to the Financial Compliance Unit.
- Evaluate employee performance and apply appropriate supervisory principles and practices related to performance management, employee development, progressive discipline, workplace support resources, and departmental policies and procedures.
- Promote teamwork, accountability, effective communication, and consistency across assigned work activities and provide guidance in resolving operational and professional issues.

Development of Performance Measures and Review Planning

- Conduct and oversee risk assessments of grant recipients to determine the appropriate level of audit and compliance review activities.
- Lead complex and sensitive compliance audits and reviews to ensure findings are accurate, well-supported, and issued in a timely manner while maintaining the confidentiality of sensitive information and records.
- Review and evaluate grant recipient corrective action plans and supporting documentation to ensure audit findings are adequately addressed, corrective actions are implemented, and audits are resolved and closed within established timeframes.
- Prepare memoranda regarding questioned or disallowed costs and coordinate with Executive team, as appropriate.
- Provide technical assistance and guidance to audit staff and management, including reviewing financial and accounting records, evaluating compliance with applicable laws, regulations, and federal and state grant requirements, and assisting with the completion of compliance review documentation.

Risk Assessment and Compliance Oversight

- Manage CPGP's grant recipient risk assessment program by developing, implementing, evaluating, and continuously improving pre-award and post-award risk assessment tools, methodologies, procedures, and monitoring strategies.
- Conduct division-wide risk assessments to identify fiscal, operational, programmatic, and compliance risks affecting grant recipients and CPGP-administered programs.
- Establish and maintain risk-based criteria to assist in determining the appropriate level, frequency, and type of financial compliance review and monitoring activities.
- Analyze emerging risks, trends, patterns, audit results, and grant recipient performance data to identify areas requiring enhanced oversight and recommend strategies to strengthen internal controls, fiscal accountability, and grant compliance.
- Use risk assessment results to inform annual financial compliance review plans, monitoring priorities, resource allocation, and staff assignments.
- Provide technical assistance, training, and consultation to CPGP staff regarding risk management principles, grant compliance requirements, monitoring practices, and appropriate documentation.
- Evaluate the effectiveness of risk assessment and monitoring practices and recommend modifications to improve grant oversight and program administration.

Policy Implementation, Program Improvement, Training, and Management Communication

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- Lead the development, implementation, evaluation, and revision of CPGP financial compliance policies, procedures, guidelines, tools, and operational processes.
- Assist with reviewing and revising policies and procedures in response to changes in laws, regulations, grant requirements, audit findings, identified risks, operational needs, and organizational priorities under the direction of management and Senior Management Auditor.
- Identify staff development and training needs and coordinate the development and delivery of financial compliance training, guidance, and resources.
- Prepare concise, accurate, and decision-ready briefings to executive leadership, management, and staff regarding audit results, risk assessments, compliance issues, trends, recommendations, and proposed courses of action.
- Respond to inquiries and information requests from executive leadership, legal counsel, oversight agencies, and internal and external stakeholders by providing accurate, timely, and well-supported information.
- Work collaboratively with CPGP staff and stakeholders to identify process improvements and strengthen financial accountability, compliance, and operational effectiveness.
- Perform other related duties as assigned.
- Represent CPGP in meetings, workgroups, and special projects related to grant compliance, financial oversight, and program improvement, and perform other duties as assigned.

Desirable Qualifications:

- Experience applying principles and techniques of personnel management and supervision.
- Knowledge of auditing methods using electronic data processing systems and probability-based sampling approaches.
- Understanding of program budgeting and Government Auditing Standards (GAGAS/Yellow Book), including GAO-issued guidance.
- Knowledge of California and federal laws, regulations, and policies related to auditing, grant administration, fiscal oversight, and compliance monitoring.
- Experience working with governmental, nonprofit, or community-based organizations, particularly in financial management or grant administration contexts.
- Ability to lead and coordinate the work of audit staff and manage complex audit assignments.
- Strong communication skills, including the ability to prepare clear and well-supported audit reports and convey complex financial or compliance information to diverse audiences while exercising sound judgment and maintaining confidentiality.